

Guide to the Intensive Japanese Language Program

Institute of the Japanese Language
Soka University

I. Soka University outline

Soka University has its origin in Tsunesaburo Makiguchi's book *The System of Value-Creating Pedagogy*, published in 1930. On the basis of his long career in education as the principal of several elementary schools, Makiguchi advocated a theory of humanistic education.

The university was founded in 1971 by Daisaku Ikeda on the principle of value-creating pedagogy in order to establish a tradition of humanistic learning and scholarship with the focus on each student's growth and development.

At Soka University, there are 9 departments in 6 faculties, 6 graduate schools and various institutes, among which is the Institute of the Japanese Language (IJL) and the Special Program in Japanese Studies. Currently, about 250 international students are enrolled, including those from 106 sister institutions of higher learning in 44 countries and 1 region.

II. Course outline

1) Objectives

The IJL was established to provide an intensive Japanese language program for international students who later wish to pursue under/postgraduate studies at Soka University.

2) Academic year and semesters

In Japan, the academic year begins in April and ends in March of the following year. At the IJL, the academic year consists of two semesters; the duration of each semester is as follows:

Spring Semester: April 1 – September 15

Fall Semester: September 16 – March 31

Classes are held on Mondays through Fridays; in principle, there are no classes on Saturdays, Sundays, or national holidays. The IJL will be closed during the three major vacation periods:

Summer Vacation: early August– mid September

Winter Vacation: end of December – early January

Spring Vacation: early February – March 31

3) Course duration: One year

4) Credits required for completion at IJL

Japanese Language: 24 credits

Japanese Studies: 8 credits

Total: 32 credits

5) Curriculum

Subjects and credits offered at the IJL are as indicated in the table. The Japanese language course focuses on core skills: reading, writing, listening, and speaking. The Japanese studies course offers classes in social studies and the history and culture of Japan. English and Mathematics are offered as electives.

Course	Subject	Syllabus	Credits * (spring)	Credits (autumn)	Compulsory / Elective	
Japanese Language	Japanese (I&II) A	Grammar & Reading Comprehension	5	5	Compulsory	You will be placed in the appropriate class according to the Placement test results.
	Japanese (I&II) B	Listening Comprehension	1	1	Compulsory	
	Japanese (I&II) C	Kana Writing & Vocabulary	2	2	Compulsory	
	Japanese (I&II) D	Composition & Usage	3	3	Compulsory	
	Japanese Seminar (I&II)	Seminar	1	1	Compulsory	
	Beginners Kanji	Kanji	1	1	Elective	
Japanese Studies	Japanese Studies (Humanities)	Humanities	2	2	Elective	You must take at least two subjects per semester.
	Japanese Studies (Social Sciences)	Social Sciences	2	2	Elective	
	Japanese Studies (Engineering)	Engineering	2	2	Elective	
	Japanese Studies (Japanese Lang. & Lit.)	Japanese Culture	2	2	Elective	
Foreign Language	English (I&II)		1	1	Elective	
Mathematics	Mathematics (I & II)		1	1	Elective	

*In the spring semester, Japanese studies classes may be replaced by language classes.

6) Grades and completion of the program

Approval of completion of the program will be decided on the basis of test results and class performance. Upon the acquisition of the prescribed number of credits, a certificate of completion will be presented.

Grade system:

S: Superior A: very good B: good C: Satisfactory D: Marginal Pass E: Failure

7) Recommendation for admission to the undergraduate course

Upon completing the intensive Japanese language program at the IJL, students with a good academic record and good attendance will be recommended for entrance into the undergraduate course at Soka University. Students must take both the Examination for Japanese University Admission for International Students (EJU) and the Soka University regular admission examination for international students. There will be no recommendation system from IJL to the admission to the graduate programs of Soka University.

Application for Admission

Academic Year 2010-2011 (April Admission)

1. Number of students admitted: approximately 35.

2. Admission requirements

All applicants must have completed 12 years of schooling outside Japan or must be expected to graduate by March of 2010 and must have the basic qualifications necessary for tertiary education in their home countries.

- It is advisable to have passed the Japanese Language Proficiency Test, Level 4 or to have proficiency in Japanese at the same level.
- Applicants with sufficient language proficiency or those who have been residing in Japan for a long term may not be admitted.

3. Application procedures

Completed application documents must be mailed by the applicant's guarantor in Japan. Applications mailed or brought directly by the applicant will not be accepted.

1) Application period: From the middle of June 2009 – September 18, 2009

2) Mailing Address: Soka University
The Institute of the Japanese Language
International Affairs Office
Admissions
1-236 Tangi-cho,
Hachioji City, Tokyo 192-8577, Japan

3) Application documents: Please see the “required documents” list below for more details.

All submitted documents will be used for screening and selecting successful candidates. Documents pertaining to successful candidates may also be used for administrative purposes, such as entry into Japan and the supervision of students while they are at the university. All documents must be in Japanese or English. Otherwise, a Japanese translation should be attached.

4. Acceptance notice

Students will be selected on the basis of application documents. Notice of acceptance or rejection will be mailed to the guarantor by the beginning of November 2009.*

Screening will be based on the applicant's academic record, motivation, recommendation letters, etc.

* The university will not respond to any telephone or mail inquiry regarding the screening result.

Required documents

All applicants must submit the following:

Documents	Remarks	Form	No.
Application for Admission	<ul style="list-style-type: none"> Fill in the entire form except for the spaces with ※. Affix a 4 × 3 cm photo. Fill in the “Educational Background” form with all the information of all schools attended, including location and dates of attendance. If more space is needed, write on a separate sheet and attach it to the S-A form. 	S-A	1
Photos	<ul style="list-style-type: none"> Must be taken within 3 months, no hat or cap. In addition to the 4 × 3 cm photo referred to above, three other 4 × 3 cm photos should also be made. One of these four photos should be affixed to the “Application for Admission” (S-A), as indicated above. On the backside of the other three photos, the applicant’s name and nationality should be written. 	4 x 3 cm	4
Letters of Recommendation	<ul style="list-style-type: none"> One should be written by the principal or a teacher of the last school attended except a Japanese language school. The other can be written by anyone but the guarantor. 	S-B1 S-B2	2
Physical Examination Certificate	<ul style="list-style-type: none"> To be issued by a medical doctor 	S-C	1
Questionnaire	<ul style="list-style-type: none"> Fill in the both sides. 	S-D	1
Essay	<ul style="list-style-type: none"> Write an essay on “personal history and motivation for application” in Japanese or English. Write about your extra-curricular activities in high school/college. If you are writing in English, type on the reverse side. 	S-E	1
High School Transcript	<ul style="list-style-type: none"> Original document required. It must certify the entire academic record of high school education. 	To be issued by high school	1
Certificate of High School Graduation	<ul style="list-style-type: none"> Original document required. Certificate of graduation or a certifying document with the expected date of graduation from high school. Applicants who submit a certificate with the expected date of graduation must submit a graduation certificate immediately after graduation from high school. If a certificate of graduation is unavailable, an original graduation diploma must be submitted. 	To be issued by high school	1
Statement of Financial Eligibility	<ul style="list-style-type: none"> Should demonstrate evidence of financial support for all expenses required for studying at the IJL for one academic year. Original official bank letter or certifying document for available funds should be attached to the statement. For more information, see 5. Financial eligibility. 	S-F	1

Note 1: Applicants must submit the original transcript and diploma with a translation into Japanese or English.

Note 2: Those who wish to have the original documents returned, please see **8. Return of original documents**.

Documents to be submitted if applicable:

Documents	Remarks	Form	No.
College or University Transcript	<ul style="list-style-type: none"> Original document required. Applicants who have graduated from or are currently enrolled in a college or university should submit an official transcript of all courses taken. 	To be issued by college or university	1
Certificate of College/University Graduation	<ul style="list-style-type: none"> Original document required. Certificate of graduation or a certifying document with the expected date of graduation from college or university. If a certificate of graduation is unavailable, an original graduation diploma must be submitted. Those who wish to have the original documents returned, please see 8. Return of original documents. 	To be issued by college or university	1
Degree Diploma	<ul style="list-style-type: none"> Applicants who have acquired a Bachelor’s degree should submit its diploma together with a certificate of graduation. 		1
Certificate of Matriculation Eligibility	<ul style="list-style-type: none"> Applicants who have taken official examinations to enter universities in their home countries should submit the certifying documents. 		1

	For example: China: More than 12 years of normal education. (See the Japanese list for details.) Malaysia: Form 6 America: High school diploma U.K.: A levels France: Baccalaureate Germany: Abitur Australia: High school certificate Countries with the International Baccalaureate Education System: I.B. For other education systems: Official matriculation examination results.	
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Note 1: Applicants must submit the original transcript and diploma with a translation into Japanese or English.

Note 2: Those who wish to have the original documents returned, please see **8. Return of original documents.**

Optional documents to be submitted:

Documents	Remarks	Form	No.
Certificate of Japanese Proficiency	To be completed by diplomatic officials of the Japanese consulate or by a Japanese language instructor. Applicants who have taken the Japanese Language Proficiency Test should submit its certificate.	S-G	Optional
Certificate of English Proficiency	Applicants who have taken the TOEFL test should submit its recent score.		Optional
Other Certificates	Applicants who have completed an American education should submit a SAT I, SAT, or ACT score report.		Optional
Copy of Passport or Alien Registration Card	1) Applicants residing overseas at application: Copy of entire passport pages 2) Applicants already residing in Japan: Copy of all passport pages or the Alien Registration Card		Optional

Documents to be submitted by guarantor:

Documents	Remarks	Form	No.
Guarantor's Statement		G-A	1
Notice of Application Fee Remittance	<ul style="list-style-type: none"> Application fee is to be remitted through ATM. Upon remittance, please fill out form G-B. For more information, see 7. Application fee. 	G-B	1
Address Labels 1 & 2	<ul style="list-style-type: none"> The guarantor's name and address should be clearly written. They will be used for the notification of the admission result. 	Use the attached labels	1
Residence Card (Juminhyo) or Alien Registration Card	<ul style="list-style-type: none"> If the guarantor is an overseas national, a copy of the Alien Registration Card must be submitted instead of the Residence Card. 		1
Employment Certificate			1

*If you are a guarantor of many applicants, you only need to submit only one copy of the Residence Card and the Employment Certificate.

5. Financial eligibility

Statement of Financial Eligibility (Form S-F) should be filled in by the financial supporter. The following documents should be attached to demonstrate evidence of financial support:

Personal funds:

- Original official bank letter of the applicant (the amount should be enough to cover all expenses needed in Japan:- ¥1,500,000 or more)
- Certifying document of the applicant's occupation
- Income certificate

Family fund:

- Original official bank letter of the sponsor (the amount should be enough to cover all expenses needed in Japan:- ¥1,500,000 or more)
- Certifying document of the sponsor's occupation
- Income certificate
- Certifying document of the sponsor's relationship to the applicant (e.g., A copy of family

register, residence card, etc)

Scholarship:

- Original scholarship letter (the amount should be enough to cover all expenses needed in Japan: ¥1,500,000 or more)

Funding by a sponsor living in Japan:

- Photocopy of tax certificate, income tax certificate, or tax deduction certificate
- Original official bank letter of the sponsor (the amount should be ¥1,500,000 or more)
- Certifying document of the sponsor's occupation
- Residence card or alien registration card (for overseas citizens)
- Evidence of the sponsor's relationship to the applicant (e.g., a photo with the applicant)

6. Guarantor

The guarantor assumes responsibility for the applicant both officially and privately during the application and admission procedures as well as during the applicant's stay in Japan. The university will neither provide a guarantor nor act as one.

Requirements

- The guarantor should be a self-supporting adult residing in Tokyo or in a neighboring prefecture. The guarantor should make bank transfers of the admission fee, tuition, and dormitory fee into the Soka University accounts on behalf of the applicant.
- The guarantor should be a relative or a friend of the applicant.
- If the guarantor is an overseas national, he/she should be a permanent resident in Japan with a permit to work, should be able to stay in Japan during the applicant's stay as a permanent or long term resident, or should be the spouse of a Japanese national.

Guarantor's responsibility

- Application and admission procedures, as well as visa application procedures.
- Bank transmission for application fee, tuition fee, and dormitory fee must be made in Japan by the guarantor in Japan.
- The applicant's personal affairs/problems such as finance, studies, and living in Japan.
- To make sure that the applicant does not get involved in any activities other than what is permitted by the Japanese Immigration Bureau.

7. Application fee: ¥20,000

The application fee is to be remitted through ATM by the guarantor, who resides in Japan. Upon completing the remittance, fill out the "Notice of Application Fee Remittance" (G-B). For more details, see the Japanese page. Please note that once the application fee is remitted, it will not be returned under any circumstances. The applicant should by no means make a bank remittance from overseas himself or herself.

8. Return of original documents

Applicants who have graduated from a high school or university in China or Taiwan must submit the original transcript and diploma with a translation in Japanese or English. If you wish to have original documents returned, please specify the documents and send us a

self-addressed envelope with the Japanese postage for registered mail. Those documents will be returned after the screening.

9. Please note:

- Applications will be evaluated only when all required documents are received or postmarked by the deadline: September 18, 2009.
- We may request the applicant to submit official or certified true copies of the submitted documents.
- As a rule, all documents must be either in Japanese or English. Otherwise, translations must be attached.
- Statements made in the documents cannot be changed once submitted.
- Except for the official or certified true copies, submitted documents or the admission fee will not be returned for any reason whatsoever.
- If there is any falsification in any of the documents presented for application, admission will be revoked.
- Documents should be posted by express or registered mail. Submission to the IJL in person will not be accepted.

Admission Procedures and Visa Application

1. Admission procedures

- 1) Admission period:
The beginning of December 2009 to the end of January 2010 (tentative)
- 2) Procedures:
A set of documents necessary for the completion of the admissions process will be mailed to the guarantor after notification of admission. Applications mailed or brought directly by the applicant will not be accepted. Fees should be paid and all due necessary documents should be submitted by post during the admission period. Please note that all the fees must be paid at this time. There will be no monthly payment system. The Admission period may be subject to change.
- 3) Mailing address: Soka University
The Institute of the Japanese Language
International Affairs Office
Admission
1-236 Tangi-cho
Hachioji City, Tokyo 192-8577, Japan

4) Fees (of the 2009-10 academic year):

Admission fee:	¥110,000
Tuition:	¥430,000
Extracurricular activity fee:	¥34,000
Textbooks:	¥25,000
Healthcare service:	¥8,000
<u>Insurance:</u>	<u>¥1,290</u>
Total:	¥608,290

2. Certificate of eligibility and visa application

Successful applicants who are foreign nationals need to obtain a “Certificate of Eligibility” form for the visa application.

1) Overseas residents:

- If the applicant’s family or financial sponsor (including the scholarship agency) is located in Japan, the application for the Certificate of Eligibility should be processed by the family member or sponsor.
- In case the applicant has no family member or financial sponsor residing in Japan, the IJL will act as a proxy to obtain the Certificate of Eligibility from the Immigration Bureau of the Ministry of Justice. Please fill out the IJL’s prescribed form for application and submit it together with other required documents for admission.

Please note:

- The Certificate of Eligibility is to be issued by the Ministry of Justice. The IJL will not be responsible for rejected applications.
- When the Certificate of Eligibility is issued, the IJL will mail the certificate to the guarantor.
When it is received through the guarantor, the applicant must submit it together with his/her passport to a Japanese embassy or consulate in his/her own country for a visa application.
- The Ministry of Justice may require additional documents.

2) Applicants who are already in Japan:

- If the applicant already holds a visa, it should be extended or changed to a student visa.
- Permanent residents of Japan do not need to change the status of their visas.
- For other visa holders, please directly contact the Immigration Bureau.

3) Application by guarantor:

The guarantor can apply for the Certificate of Eligibility directly at the Immigration Bureau.

3. Other remarks

- 1) If you fail to arrive in Japan by the time of the entrance ceremony or if there is any falsification in any of the documents presented for application, admission will be revoked.
- 2) Please contact your guarantor if you do not hear about the admission result by the end of November 2009.

Studying and School Life at the IJL

1. Preparation for Japanese language study

It is necessary for students to pass the Japanese Language Proficiency Test Level 4 or have equivalent proficiency in Japanese as well as master to have a mastery of *hiragana* and *katakana* before entering the IJL.

2. English proficiency

Please note that English is a prerequisite for pursuing under/postgraduate studies at Soka University. Please see the list of entrance examinations for under/postgraduate programs on page 24.

3. Living expenses

Monthly living expenses in Japan vary according to living arrangements. On average, 40,000 to 80,000 yen should be enough for rent, utilities, transportation, and food for one month, excluding tuition. Students need to have enough funds to cover all expenses during their stay in Japan. Since the Japanese course at the IJL is demanding, it is not advisable for students to have part-time jobs.

4. Scholarship

There is no scholarship especially established for IJL students. However, there might be a slight chance of obtaining an Honors Scholarship offered by the Ministry of Education, Culture, Sports, Science, and Technology. Only one or two IJL students win a scholarship each year. Therefore, students must not rely on the scholarship to fund the necessary expenses.

5. Housing

Some university dormitories are available, although none of them are exclusively for the IJL students. In case there is no room available in the dormitories, students are encouraged to have their guarantor find an accommodation near the campus prior to arrival. Information and application forms for dormitories will be mailed to the guarantor along with admission notice.

(Prices are for the 2009-10 academic year)

For male students :	Hoyu-ryo (double room)	¥386,700
For female students:	Sunflower Hall (single room)	¥431,800
	Cosmos-ryo (single room)	¥431,800

Please note: The fees listed above include registration fee, maintenance fee, and rent for 11 months, but not food expenses. IJL students will be exempted from paying the registration fee of 60,000 yen. However, those who proceed to under/postgraduate courses after the IJL program and wish to stay in the dormitory for another year will be asked to pay the registration fee for the second year. All the dormitory fees must be paid at once during the admission procedures. There is no monthly payment system.

6. Medical insurance

1) National Health Insurance

This is compulsory for all residents in Japan. It can be applied for at a local public office. With the insurance, 70% of the medical expenses will be deducted. Moreover, if you declare that you have no income in Japan, 70% of the insurance fee will be exempted.

Entrance Examination for Under/Postgraduate Programs

If you wish to pursue under/postgraduate programs at Soka University, you must take the entrance examination as listed below. Please note that you will have to take the Examination for Japanese University Admission for International Students (EJU) before taking the Soka University regular admission examination for international students.

Undergraduate programs:

		Regular Admission for International Students				Regular Admission for Returnees				
Faculty	Department	EJU			English	Oral test	English	Essay	Math	Interview
		Japanese	General	Math II						
Economics	Economics	○	○			○	○	○		○
Law	Law	○	○			○	○	○		○
Letters	Humanities	○	○			○	○	○		○
Business Administration	Business Administration	○	○			○	○	○		○
Education	Education	○	○		○	○	○	○		○
	Primary Education	○	○		○	○	○	○		○
Engineering	Information Systems Engineering	○		○	○	○	○	○	○	○
	Bioinformatics	○		○	○	○	○	○	○	○
	Environmental Engineering for Symbiosis	○		○	○	○	○	○	○	○

Graduate schools:

		Admission for International Students		
Graduate School	Major	Specialty	English	Interview
Economics	Economics	○	*	○
Law	Law	○		○
Letters	English Literature	○		○
	Sociology	○		○
	Education	○		○
	Humanities	○		○
Engineering	Information Systems Science	※	○	○
	Bioengineering	※	○	○

* All the applicants are required to take the English exam except the students who are enrolled in the Intensive Japanese Language Program of Soka University.

※ The interview will include questions pertaining to the academic fields offered by the graduate school.

Please note that all the subjects for the entrance examinations are those of the 2009 academic year and may be changed.

For more information about under/postgraduate admission procedures, please contact:

Soka University
Admission for International Students
1-236 Tangi-cho
Hachioji City, Tokyo 192-8577, Japan
Tel: 042-691-4617
Fax: 042-691-9310

For more information about specializing in a subject in a graduate school:

- Economics, Law and Letters: Tel: 042-691-2203
- Engineering: Tel: 042-691-9400

For more information related to the IJL, please contact:

Soka University
International Affairs Office
Admissions
Institute of the Japanese Language
1-236 Tangi-cho
Hachioji City, Tokyo, 192-8577, Japan
Tel: 042-691-8230
Fax: 042-691-9456
E-mail: fsao@soka.ac.jp
URL: www.soka.ac.jp