

2020 Soka University Bekka Preparatory Japanese Language Program Admissions Guideline

About the Program

- * This program allows students who intend to continue their education in the Faculty of Economics, Business Administration, Law, Letters, Education, and Science and Engineering to acquire necessary Japanese language proficiency.
- * Students who complete the program may continue their studies in the undergraduate programs based on the recommendation offered by the Bekka Preparatory Japanese Language Program. Department will be decided based upon the students' choice and their results in various exams including Japanese language exams.
- * Applicants who have the Japanese language proficiency of JLPT N2 or score 200 or above in EJU are eligible to directly apply to the undergraduate programs.

1. ENROLLMENT

Entrance: April

Duration: 1 year

Academic calendar: Spring semester (April 1 to July 31) and fall semester (September 15 to January 31)

2. ADMISSION CAPACITY

Bekka	Preparatory Japanese Language Program	35 students
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- If the admission committee judges that there are no applicants who are qualified, the number of admitted students may remain below the capacity.
- We are expecting approximately 25 students for the Faculty of Letters, etc., and 10 students for the Faculty of Science and Engineering to be recommended from the Bekka Preparatory Japanese Language Program to continue their education in the undergraduate program upon completion of the program.

3. APPLICATION PERIOD

September 15 (Sun.) – October 15 (Tue.), 2019 (must arrive by October 15, 2019) * Japan time

Notification: Early December 2019

4. ELIGIBILITY

An individual who wishes to take Japanese language courses prior to starting the undergraduate program and satisfies one of the three following conditions is eligible to apply:

- An individual who has completed or is scheduled to complete a 12-year school education outside of Japan; If the applicant has attended a Japanese school (*1), the school's enrollment period must be 6 years or less.
- An individual who has completed or is scheduled to complete the relevant high school courses stipulated in the School Education Act of Japan; If the applicant has attended a Japanese school (*2), the school's enrollment period must be 3 years or less.
- Among those who have received education overseas and the curriculum is less than 12 years or eligible to attend a university in their respective countries (*3), Soka may approve application eligibility through document screening. On the same basis, students graduating from international schools in Japan may be approved eligible to apply.

*1, *2 A Japanese school refers to elementary, junior high, and high schools based on the School Education Act of Japan and to overseas Japanese schools approved by the Ministry of Education, Culture, Sports, Science and Technology.

*3 Swiss International Baccalaureate, German Abitur, French Baccalaureate, or other equivalent certificate.

5. APPLICATION REQUIREMENTS

Applicants must meet the following requirements.

- (1) Applicants must take the Standardized Examination and submit their score report. Applicants who plan to continue in the Faculty of Science and Engineering upon completion of the Preparatory Japanese Language Program must select "Mathematics" in the standardized examination.
- (2) Applicants who are unable to submit the document listed under (1) above must submit the IERF Detail Report of their high school transcript.

(1) Standardized Examination	All applicants who are eligible to take the standardized examination in their respective countries must submit the score report.
(2) IERF Detail Report (High School report converted into the U.S. standard) * IERF: International Education Research Foundation	Those who cannot submit document(s) listed under (1) must submit the IERF Detail Report along with the original copy of the academic transcript.
(3) Certificate of English Proficiency	Applicants who are not from an English-speaking country are required to submit a score report of an English proficiency test. Examples include TOEIC, TOEFL, IELTS, or the English language section of a standardized examination. If applicants are unable to submit any of the above, English in their high school transcripts will be considered.

International Education Research Foundation (IERF) URL

o IERF <http://www.ierf.org/>

o IERF Interactive Guide <http://ierf.org/interactive-tool/index.html>

Institutional Code: 001240

* Applicants are responsible for applying for the IERF Detail Report. If this results in the delay of the submission of the academic transcript or the certificate of graduation, you must notify the office beforehand.

List of the main standardized examinations used for college admission

Country/ region	Examination
People's Republic of China	National Higher Education Entrance Examination
Hong Kong	HKALE (Hong Kong Advanced Level Examination) HKDSE (Hong Kong Diploma of Secondary Education)
Taiwan	General Scholastic Ability Test
Republic of Korea	College Scholastic Ability Test
United States of America	SAT I (Scholastic Assessment Test Reasoning Test) DI Code: 7553 ACT (American College Testing)
United Kingdom	GCE (General Certificate of Education) A Level
France	Baccalaureate
Germany	Abitur
Australia	HSC (High School Certificate)
Singapore	GCE (General Certificate of Education) A Level
Malaysia	STPM (Sijil Tinggi Persekolahan Malaysia) A Level (Unified Examination) Senior Middle Level
Indonesia	SBMPTN (Seleksi Bersama Masuk Perguruan Tinggi Negeri)
Thailand	Standardized National University Entrance Examination
International Baccalaureate	IB Transcript for the final exams
Brazil	Exame Nacional do Ensino Médio

However, for applicants from a country where no standardized examination is conducted and for high school students who are unable to submit the score report when applying due to the late timing of the standardized examination as held at their respective country, in lieu of the score report of the standardized examination, the applicants may submit the IERF Detail Report regarding the high school score report. (For applicants in the Republic of Korea, applicants may submit a score report of the mock examination for the College Scholastic Ability Test.)

6. REQUIRED DOCUMENTS

Please access the following pages for application

Japanese: <https://soka.campus-p.jp/ja/>
 English: <https://soka.campus-p.jp/en/>
 Chinese: <https://soka.campus-p.jp/ch/>
 Korean: <https://soka.campus-p.jp/kr/>

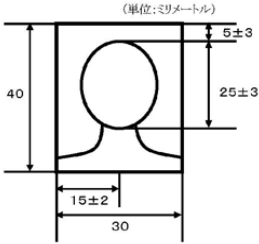
1. Check carefully the Required Documents chart below and prepare the application documents.
 2. Complete the application process through the online application by the application deadline and mail in all the application documents. The application procedure will not be complete unless both the online application and the mailing of documents are complete.
 3. Submitted documents (high school graduation certificate, transcript, etc.) will not be returned. However, regarding the original copies of certificates that cannot be reissued (such as the graduation certificate), if you want to have such documents returned, they will be returned after checking the original document. Please attach a photocopy of such documents and enclose a letter specifying which document(s) are to be returned, and also state the address that you would like the documents sent to (along with telephone contact info) (envelope and stamps not required). In principle, the documents will be returned after the application results are announced.
 4. Soka University will not be responsible for any application documents that are lost in the mail. Please send the documents by EMS or registered mail. Do not enclose any documents that do not need to be submitted.
 5. Send the set of application forms by simple registered mail or using an international courier service to the International Affairs Office Admissions Section within the application period. If you send the documents immediately before the application deadline, use “simple registered express mail” or “Express Mail Service (EMS).
 6. In order to confirm the delivery of the submitted documents, confirm using the receipt number of the post office or tracking number of the international courier service on your own.
- * Soka University will not notify you of the receipt of the documents. Also, you may confirm the delivery of the documents on “My Page” of the web application system. However, it may take a couple of days after delivery until the status is updated on the website.
7. Soka University will not accept any application documents submitted in person.
 8. No application documents delivered after the application deadline will be accepted for any reason. Even in the event of non-delivery or delayed delivery caused by trouble at the postal service or courier service, the University shall take no responsibility.
 9. The university will not contact you regarding any errors in the submitted documents. Please confirm with the list of required documents to make sure there are no errors and please check the documents one more time when mailing them.
 10. Those submitting the following documents, please use the codes below:
 - IERF <http://www.ierf.org/>
EvalDirect Institutional Code: 001240
 - TOEFL-iBT <https://www.ets.org/toefl>
Institution Code B413
 - SAT <https://collegereadiness.collegeboard.org/sat>
DI Code: 7553

Required Documents: Submit the documents listed in the table below.

* All of the following documents have to be in Japanese or English. If the original document is in any other languages, attach a translation in Japanese or English. If no translation is attached, Soka University will not accept the document.

* Soka University will not contact the applicant if there is an error in the application documents. Please thoroughly confirm the documents to be submitted and send them by the deadline.

Required Documents	Details	Form
1. Application form		Online application
3. Statement of Purpose	State the reasons for applying for the Preparatory Japanese Language Program, and include the desired field of study upon completing the program (max: 500 characters in Japanese, 800 words in English).	Online application

2. Photograph	 <p>Submit a headshot (4cm x 3 cm) taken within the last three months. Note: - no hat, plain background - submit 2 headshots in addition to what has been uploaded via online application.</p>	Original copy
4. Certificate of High School Graduation (or expected)	<p>If still enrolled in high school at the time of application, submit a document certifying expected graduation from high school. Applicants must graduate by March 31, 2020.</p> <p>If this applies, promptly submit the certificate upon graduation from high school. If the certificate is not available, submit the diploma.</p> <p>If the submission of the original copy is delayed due to the application process of the IERF Detail Report, notify the office beforehand.</p> <p>The certificate will not be accepted if it does not include the applicant's information, such as name, date of birth, gender, and enrollment period.</p>	Original copy
5. Score Report of Standardized Examination	<p>Submit the score report of the standardized examination administered in each country. (Refer to section 5. "Application Requirements (1)" for details)</p>	Original copy
6. High School Transcript	<p>A transcript that certifies applicant's entire academic record throughout high school education.</p> <p>* It must be an official document issued by the high school attended. If unavailable, submit the original copy of your academic performance report. If the submission of the original copy is delayed due to the application process of the IERF Detail Report, notify the office beforehand.</p>	Original copy
7. IERF Detail Report (High School report converted into the U.S. standard) * Only if applicable	<p>Submit this report when the score report of the standardized examination of the relevant country cannot be submitted. The applicant will be responsible for performing the procedure to have the IERF Detail Report issued.</p> <p>However, for applicants from a country where no standardized examination is conducted and for high school students who are unable to submit the score report when applying due to the late timing of the standardized examination as held at their respective country, in lieu of the score report of the standardized examination, the applicants may submit the IERF Detail Report regarding the high school score report. (For applicants in the Republic of Korea, applicants may submit a score report of the mock examination for the College Scholastic Ability Test.)</p> <p>It takes 20 days to issue the report, so be sure to allow plenty of time when applying for the issuance, in order to receive it prior to the application deadline.</p> <p>In order to apply for the IERF Detail Report, you must submit documents that are also required by Soka University. In this case, prepare a notarized copy for each document in advance and be sure to submit it to Soka University by the application deadline.</p>	Electronic copy (EvalDirect) Institutional Code: 001240
8. Recommendation Letter (Designated Format)	<p>The letter should be written by an instructor or the principal of the high school at which the applicant is currently enrolled or has most-recently graduated from.</p>	Format is available in the website

9. Certificate of Japanese Proficiency * only if applicable	Applicants who have studied Japanese language are required to submit the score report of either the JLPT or the EJU (Japanese as a Foreign Language).	Original copy
10. Certificate of English Proficiency	Applicants who are not from an English-speaking country are required to submit a score report of an English proficiency test. Examples include TOEIC, TOEFL, IELTS, or the English language section of a standardized examination. If an applicant cannot take the examinations, a high school transcript that includes the grades for English language is accepted. TOEFL-iBT Institution Code: B413	Original copy
11. Application Fee	Make an online credit card payment of 20,000 JPY when submitting the online application. (Refer to section 9. “Application Fee” for details)	—
12. Statement of Financial Eligibility (Designated format)	Submit evidence of financial support (e.g., bank statement) to cover the tuition and living expenses. (Refer to section 7. “Statement of Financial Eligibility” for details)	Format is available in the website
13. Application for Academic Fee Exemption (Designated format) * Applicants only	Applicants who wish to be considered for Academic Fee Exemption must submit the application form, along with the official documents issued by public agencies stating the household income. (Refer to section 8. “Scholarship System” for details)	Format is available in the website

(*4): Documents are accepted only in Japanese or English. Attach a translation if the documents are in any other languages.

(*5) No applications will be accepted after the application deadline, regardless of the reason.

SUBMISSION OF APPLICATION:

International Affairs Office – International Admissions Section
Soka University
1-236 Tangi-machi Hachioji-shi, Tokyo 192-8577 JAPAN
Telephone: +81-42-691-8200
Fax: +81-42-691-9456

7. STATEMENT OF FINANCIAL ELIGIBILITY

The statement is to be signed by the financial supporter. Attach the documents below as evidence of financial support. The tuition fees may change when the fee exemption is applied; however, these documents will also be used to apply for the applicants’ Certificate of Eligibility issued by the Immigration Bureau, so please read the instructions carefully and prepare accordingly.

- **If funded by the applicant**
 - Original bank statement of the applicant (statement over a certain amount)
- **If funded by a family member outside of Japan**
 - Original bank statement of the sponsor (statement over a certain amount)
 - Proof of employment
 - Sponsor’s income certificate
 - A document that certifies the sponsor’s relationship to the applicant (e.g. a copy of family register, certificate of residence, etc.)
- **If funded by a scholarship aside from Soka University’s**
 - Original scholarship letter stating the amount, duration and name of the organization offering the scholarship (yearly total must be over a certain amount)

- **If funded by a sponsor that lives in Japan**

- A tax certificate with the total amount of the sponsor's income (photocopy of income tax certificate, tax deduction certificate, etc.)
- Proof of employment (if it is a self-owned business, submit an official document such as the copy of corporate registration or operating license)
- Certificate of residence
- If the sponsor is an acquaintance or a friend, a document that indicates the relationship to the applicant, such as a photo taken together

All applicants should submit a bank statement showing an amount superior to 1,500,000 JPY.

8. SCHOLARSHIP SYSTEM

Tuition fee exemption

Applicants can apply for the tuition fee exemption during the application process for the program. When applying, please submit the Income Certificate referred to January to December 2018 (or the most recent one-year period available) of all financial supporters together with the Application for Tuition Fee Exemption form.

◆About tuition fee exemption for Preparatory Japanese Language Program

Tuition fee exemption for the Preparatory Japanese Language Program will be granted according to the household annual income as indicated in the chart below:

Household annual income	Exemption ratio
Below 10,000,000 JPY	50% exemption
10,000,000 JPY or more	No exemption

* In principle, household income refers to those of the father and mother.

- The fee amounts are subject to change.

9. APPLICATION FEE

Application Fee Payment Method

Application Fee: 20,000 JPY

- When applying through the Online Application system, please proceed with the Application Fee payment via credit card.
- The name on the credit card used for payment may be a person other than the applicant. However, it is necessary to enter the applicant's information in the "applicant information" section even when a proxy submits the application.
- If the payment of the fee cannot be confirmed or the credit card settlement is cancelled after payment is made, the eligibility of the individual to apply may be withdrawn.
- If the payment via credit card does not go through due to technical difficulties, bank transfer is allowed (its fees would be borne by the applicant). If you wish to make a payment by bank transfer, contact the office via the online application page.

10. SELECTION PROCESS

Selection is made through document screening.

* Within the screening process, applicants who meet the admissions criteria based on comprehensive evaluation of the submitted documents will be granted admission if the number of applicants does not exceed the capacity. Applicants whose score of the standardized test is below a certain level (approx. 40-50th percentile) will not be granted acceptance.

11. ANNOUNCEMENT OF THE APPLICATION RESULTS

Announcement: Early December 2019

One of the following results will be sent to all applicants via e-mail to email address indicated on the application form (*6). Please set Soka University's email address no-reply@soka.campus-p.jp as the sender domain.

- | | | |
|-----|--------------|--|
| ① . | Accepted | Accepted to the undergraduate program starting April 2020. |
| ② . | Not Accepted | Did not meet the acceptance standards |
| ③ . | Not Eligible | Not eligible for college admission |

(*6) If you want to change your email address, please do so through the online application on My Page (basic settings).

12. ENROLLMENT PROCEDURE

Accepted applicants will receive by e-mail the “Letter of Acceptance” and “Enrollment Guidelines” on the day the results are announced. Please follow the guidelines and perform the enrollment procedure. The enrollment procedure will be complete when the admission fee, tuition, and other payments are paid by bank transfer and when admission documents are submitted. If the procedure is not completed by the deadline, the acceptance may be rescinded.

Announcement of the application results: Early December

Notification of the results and the primary procedure by e-mail

1. Documents to be submitted

	Deadline	Details of the document
1 st step procedures	Mid-December 2019	1. Visa application information
		2. Copy of the passport
		3. Dormitory application (online)
2 nd step procedures	Mid-February 2020	4. Report the date of arrival (online)
		5. Questionnaire about measles-rubella vaccination
		6. Health questionnaire
		7. Application for attendance to the entrance ceremony by the guardians
After arrival	Entry/ submission at the student life guidance class	8. Letter of consent regarding the handling of personal information
		9. Written pledge for entering the dormitory (only for persons who will live in a dormitory)

* The specific dates for submitting the documents and other information will be notified in the enrollment guidelines.

2. Notification of the payment amount

Type of payment/notification	Date of notification	Payment deadline
Admission fee/tuition: Request for payment of admission fee/tuition	End of January 2020	End of February 2020

3. Sending the admission letter and the Certificate of Eligibility (COE)

The admission letter and the Certificate of Eligibility will be sent after confirming that the submission of the documents in 1 to 3 and the payment have been completed by the deadline. In principle, successful candidates must obtain a “Student Visa” at the Japanese diplomatic office in the country of domicile before coming to Japan, and enter Japan with a “Student Visa” status of residence.

* In order to obtain a “Student Visa” status of residence, it is necessary to apply for a Certificate of Eligibility. Persons who already have a “Long Term Resident” or “Dependent” status of residence are not required to perform any particular procedures. Also, Japanese citizens with dual citizenship coming to Japan on a Japanese passport are not required to perform any particular procedures.

13. SUBMISSION OF APPLICATION AND INQUIRIES

International Affairs Office Admissions Section

Soka University

1-236 Tangi-machi Hachioji-shi, Tokyo 192-8577 JAPAN

Telephone: +81-42-691-8200

Fax: +81-42-691-9456

E-mail: intloff@soka.ac.jp

Appendix – Fees for Year 1 (2019)

● Bekka Preparatory Japanese Language Program

Fees	Standard	Half Exemption
Admission fee	50,000 JPY	50,000 JPY
Tuition	500,000 JPY	250,000 JPY
Health fee	8,000 JPY	8,000 JPY
Course materials	30,000 JPY	30,000 JPY
Insurance fee	7,260 JPY	7,260 JPY
Total	595,260 JPY	345,260 JPY

* The payment amount for the Bekka Preparatory Japanese Language Program is scheduled to change as below for students admitted from April 2020. The amount will be announced on the website as soon as it is determined.

Fees	Standard	Half Exemption
Admission fee	50,000 JPY	50,000 JPY
Registration fee	55,000 JPY	55,000 JPY
Tuition	500,000 JPY	250,000 JPY
Health fee	8,000 JPY	8,000 JPY
Course materials	30,000 JPY	30,000 JPY
Insurance fee	7,260 JPY	7,260 JPY
Total	650,260 JPY	400,260 JPY

● Please refer to the URL below for school fees after moving into the undergraduate program.

<https://www.soka.ac.jp/campuslife/fees/>

- The fee amounts are subject to change.