

# 2024 Spring Semester Seisa Dohto University School of Japanese Studies for Foreign Students Application Guidelines

**1. Admission Capacity**      30 Students

## 2. Application and Admission Schedules

Procedures	Applying from overseas - Periods/deadlines	Applying within Japan Periods/Deadlines
Application documents submission periods	Oct. 9th (Mon.), 2023 ~ Dec. 27th (Wed.), 2023	Jan. 5th (Fri.), 2024 ~ Mar.1st (Fri), 2024
Payment of application fee	Dec. 27th (Wed.), 2023	Mar.1st (Fri), 2024
Mailing dates of notification of acceptance	Jan. 19th (Fri.), 2024	Mar.15th (Fri.), 2024
Admission documents submission periods	Jan.19th (Fri.),2024 ~ Feb. 8th (Thu), 2024	Mar.15th (Fri.), 2024 ~ Mar.25th (Mon.), 2024
Payment of tuition and other fees	Feb. 8th (Thu), 2024	Mar.25th (Mon.), 2024

## 3. Application eligibilities (Should meet all A to F listed below)

- (A)** Applicants must be a non-Japanese citizen
- (B)** Applicants should fulfill any ONE of the criteria listed below:
- i . Individuals who have completed or are expecting to complete 12 years of school education in foreign countries
  - ii . Individuals who have completed or are expecting to complete a course of a school in a foreign country corresponding to a high school which meets the requirements set by the Ministry of Education, Culture, Sports, Science and Technology for over 11 years
  - iii . Individuals who have been recognized by Seisa Dohto University as fulfilling the equivalent of the requirements above
  - iv . Individuals who have completed or are expecting to complete an educational curriculum at a Japanese school in a foreign country and which is recognized as an equivalent of a high school qualification by the Minister of Education, Cultures, Sports, Science and Technology.
  - v . Individuals who have qualified to admit to a university by passing the exams in a foreign country such as International Baccalaureate or Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates in Japan.
- (C)** Applicants must possess Japanese Language Proficiency Test Level N4, or equivalent
- Students from countries which use Chinese characters must possess Japanese Language Proficiency Test Level N4, or equivalent.
  - Students from countries other than the above must possess Japanese Language Proficiency Test Level N3, or equivalent.
- \* Refer the equivalent Japanese level for each Japanese language exams

JLPT	EJU	J.TEST (D~E level)	NAT-TEST	JPET	JLCAT
N4	Japanese section 100 or above	350 or above	Level 4 or above	380 or above	Level A2
N3	Japanese section 150 or above	500 or above	Level 3 or above	450 or above and Reading section 200 or above	

**(D)** Applicants must have reached 18 years of age at the time of admission (or 21 years of age in the case of graduate schools)

**(E)** Applicants must provide a guarantor with the ability of financial support ※

※ Requirements of the Financial Supporter and Guarantor

- Must be 20 years of age or older
- Must take the responsibility of applicant's financial support for daily and student life
- Must have a stable income source at the time of application and can maintain income during the study
- Preferably a family member or relative of the applicant
- Must be able to prove funds of more than 1,200,000 Japanese Yen in a bank account

- (F) If the student has been studying at other Bekka or Japanese language school in Japan, the length of their study should be less than one year at the point of March 31, 2024.

#### 4. Application procedure

(a) Submission period of application documents

Applying from overseas	Oct. 9th (Mon.), 2023 ~ Dec. 27th (Wed.), 2023
Application within Japan	Jan. 5th (Fri.), 2024 ~ Mar.1st (Fri.), 2024

(b) Application submission method

Applications are accepted by postal mail for the applicants who are not living around Sapporo and by submission in person for the applicants who are living around Sapporo. Any insufficient application documents are not acceptable.

- ① Submission by postal mails (Except for the applicants living around Sapporo)
- From outside Japan: By international express mails with a tracking number available
  - From within Japan: By registered mail ('Kani Kakitome')
  - \* The university will not take any responsibilities to any lost damaged or missing mailing events.
  - \* Applicants shall keep photocopies of their submitted documents

- ② Submission in person (For the applicants living around Sapporo)
- Bring the documents to the reception at Center for International Relations.  
The office hours are below.

Weekdays : 9:00 - 16:00

Not accepting any submissions on Saturdays, Sundays and public holidays.

- (c) Send to: Center for International Relations  
SEISA DOHTO UNIVERSITY  
149 Nakanosawa, Kitahiroshima City,  
Hokkaido, 061-1196, JAPAN  
Tel: +81-11-372-3111  
Email: kokusai@seisa.dohto.ac.jp
- 〒108-8345  
北海道北広島市中の沢149番地  
星槎道都大学 国際交流センター  
Tel: +81-11-372-3111  
Email: kokusai@seisa.dohto.ac.jp

(d) Payment method of application fee (20,000 JPY)

Application fee should be paid via bank transfer to the university's bank account below by the deadline indicated below. All bank transfer charges must be paid by the applicants.

日本語		English	
振込先銀行名	北海道銀行	Bank	THE HOKKAIDO BANK, LTD
SWIFTコード	HKDBJPJT	SWIFT code	HKDBJPJT
支店名	北広島支店	Branch	KITAHIROSHIMA BRANCH
銀行住所	〒061-1133 北海道北広島市栄町1丁目1	Bank Address	1-1 SAKAE MACHI, KITAHIROSHIMA CITY HOKKAIDO, 061-1133, JAPAN
受取口座名	北海道星槎道都大学 留学生別科	Account Name	SEISA DOHTO UNIVERSITY SCHOOL OF JAPANESE FOR FOREIGN STUDENTS
口座番号	0875415	Account Number	0875415

Deadlines of the payment of application fee:

Applying from overseas	Dec. 27th (Wed.), 2023
Application within Japan	Mar. 1st (Fri.), 2024

## 5. Selection process

Reviews of required application documents. Interviews will be held if necessary. The date and venue for the interview will be informed to the applicants concerned.

## 6. Notification of acceptance

The selection results will be sent to applicants by postal mail. Telephone inquiries will not be accepted. Scheduled posting dates are below.

Applying from overseas	Jan. 19th (Fri.), 2024
Application within Japan	Mar.15th (Fri.), 2024

## 7. Submission procedure of admission

Successful applicants will receive "Notification of Acceptance" along with "Admission Guidelines" and other prescribed forms of admission documents. Complete these documents and submit them before the deadlines indicated below. After the confirmation of the admission documents are sent by the university, "Approval of Enrollment" will be mailed to the applicants. Admission documents submission periods are show below:

Applying from overseas	Jan. 19th (Fri.), 2024 ~ Feb. 8th (Thu.), 2024
Application within Japan	Mar.15th (Fri.), 2024 ~ Mar.25th (Mon.), 2024

## 8. Student visa application procedure

- ① Before entering Japan, students must obtain an official Japanese government's permission to enter and remain in Japan for study from a Japanese embassy or consulate.
- ② The university will apply for the "Certificate of Eligibility" on behalf of the successful applicants to Sapporo Immigration Office.

## 9. Cancellation of admission

- ① If there is any untruthful information submitted for the application, admission and other documents, the Approval of Enrollment will be cancelled.
- ② If an applicant failed to attend the course by the starting date, admission to the school will be cancelled.

## 10. Tuition and other fees for one academic year

The successful applicants must complete the payment of tuition and other fees after receiving the Approval of Enrollment before the deadline indicated below.

### (a) Deadlines of the Payment for Tuition and Other Fees

Applying from overseas	Feb. 8th (Thu.), 2024
Application within Japan	Mar.25th (Mon.), 2024

### (b) Payment Method of Tuition and Other Fees (670,000 JPY)

Tuition and other fees should be paid via bank transfer to the same university bank account as the payment of application fee\*. All bank transfer charges must be paid by the applicants.

Categories	Fees
Admission fee	¥100,000
Tuition fee	¥560,000 ( First semester : ¥280,000 ) ( Second semester : ¥280,000 )
International Student Kyosai System Insurance	¥10,000
Total:	¥670,000

\* Please note that the completed payment except for the tuition fee is not refundable under any circumstances. When the Certificate of Eligibility or student visa cannot be issued, the paid admission fee and tuition fee will be refunded. However, if there is any false statement mentioned in any submitted documents and forms, the paid fees will not be refunded.

## 11. Application documents

Application documents		Japanese translation ○=Required x=Not Required
Document types	Additional description	
① Application form (Prescribed form)	Must be filled in by the applicants in Japanese. (No Pencils Accepted)	x
② Certificate of graduation	Graduation certificate or certificate attesting prospective graduation issued by your last attended educational institution.	○
③ Academic transcript	Academic transcript issued by your last attended educational institution.	○
④ Proof of Japanese language proficiency (The documents should be submitted in their original form in principle. The documents will be returned after the assessment process.)	<ul style="list-style-type: none"> <li>• A notification letter of passing the Japanese Language Proficiency Test (JLPT) more than Grade N4 and a photocopy of its transcript</li> <li>• A result of an official language test such as Examination for Japanese University Admission for International Students (EJU), Test of Practical Japanese (J.TEST), NAT-TEST, JPET or J-CAT.</li> <li>• A study certificate which shows more than 150 hours of study at a Japanese language school (The certificate should include the following information: period and hours of study, attendance rate, textbooks studied and evaluation.)</li> <li>• Attendance certificates and transcripts if the applicant has studied or worked in Japan before</li> </ul>	○
⑤ Personal medical record by a doctor (Any form accepted when the form covers all the indicated factors)	① Doctor's medical examination ② Chest X-Ray ③ Height and Weight ④ Blood pressure measurement ⑤ Tuberculosis ⑥ Visual acuity and audibility tests ⑦ Urinalysis (Glucose・Protein)	○
⑥ Photocopy of the applicant's passport	A photocopy of the applicant's passport ID page, which indicates name, nationality, ID photo, passport number and valid date, if the applicant has a passport. If there are more than two passports, submit all the photocopies of their ID pages.	x
⑦ Three identification photos	<ul style="list-style-type: none"> <li>• Size: 40 mm high by 30 mm wide</li> <li>• Full color and taken within the last three months</li> <li>• Be a close-up of applicant's full head and upper shoulders</li> <li>• Taken against a plain white or blue background</li> <li>• Write applicant's name and nationality on the back</li> </ul>	x
⑧ Current Identification Document	<ul style="list-style-type: none"> <li>• Proof of employment or certificate of student status</li> <li>• A copy of resident register if the applicant is living in Japan</li> </ul>	○
Documents for financial supporter and guarantor		
⑨ Letter of Financial Support (Prescribed Form)	Must be written by a financial supporter with their seal or signature. (No Pencils Accepted)	○
⑩ Letter of Employment	One of any documents from A to C indicated in the list below; A. If the person is working for a company: Proof of Employment B. If the person is an executive or director of a business organization: A copy of Corporate Registry C. If the person is self-employed: Notarized Commercial License	○
⑪ Income Certificate and Tax Certificate	Certificate of Tax payment and Certificate of Tax Declaration which include the annual income of last year. (Certificate of Tax Deducted is not accepted)	○
⑫ Bank Balance Certificate	Certificate of bank account balance which shows more than 1,200,000 Japanese Yen in the account to prove the capability of paying living expenses and tuition fees during the study. Only the currencies exchangeable in Japanese yen are valid.	○
⑬ Certificate describing the relationship between applicant and the guarantor (Any form accepted)	i.e. Certificate of Family Register or Certificate of Residence or any certificates issued by a reliable organization which shows the information of all the applicant's family members.	○

Note 1: Documents submitted in any language other than Japanese or English must have a corresponding Japanese translation with a certificate of translation. 'A certificate of translation' certifies that a translation is faithful to the original. Certificates of translations may be issued by an official body such as a consulate or embassy, a translation company, the applicant's school or university, or an individual other than the applicant with the translator's signature and official seal stamp.

Note 2: Letters from educational bodies and companies should be written on an official letterhead paper of the referee's institution and should include the following information; organization's name, address, telephone and fax numbers, email address and other contact details.

Note 3: If the applicant has applied for a Certificate of Eligibility to the Immigration Bureau in Japan before, that fact must be informed to us in advance.



# 星槎道都大学

## SEISA DOHTO UNIVERSITY

### Center for International Relations

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Seisa Dohto


