

INTERNATIONAL CHRISTIAN UNIVERSITY  
COLLEGE OF LIBERAL ARTS

UNIVERSAL ADMISSIONS:  
APRIL/SEPTEMBER ADMISSIONS  
BY DOCUMENTARY SCREENING  
2018



國際基督教大學

INTERNATIONAL CHRISTIAN UNIVERSITY

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# ADMISSIONS

## ADMISSIONS POLICY

Founded on the principles of the Universal Declaration of Human Rights, ICU aims to cultivate “responsible global citizens” who will contribute to world peace and to help people from diverse backgrounds live together harmoniously. ICU has been a pioneer in liberal arts education in Japan since its founding in 1953, pursuing, as its name suggests, international, Christian, and academic missions. In order to realize this vision and meet challenges in the rapidly changing global community, ICU seeks students from Japan and the world possessing the following qualities:

- Intellectual curiosity and creativity that transcend disciplinary boundaries
- Sound judgment based on powers of logical, critical thinking
- Global communication skills necessary for dialogue with people from different cultural and linguistic backgrounds
- Self-motivated individuals who identify, solve, and engage real world problems

Our goal is to admit, irrespective of nationality, students who have studied a wide range of subjects with the core competencies to integrate basic knowledge and foreign language skills for doing liberal arts.

ICU offers a variety of admissions and assessment procedures in order to enroll students who seek to change both themselves and the world.

## UNIVERSAL ADMISSIONS

The founder of ICU, Hachiro Yuasa, was fond of saying that there are no foreigners at ICU. At ICU, all students study together in the same classrooms, where some of the classes are taught in English, some in Japanese. As a result, ICU admissions procedures are different from most other institutions in Japan. Since the university does not expect applicants (as distinguished from our graduates) to be proficient in both Japanese and English, there are different application procedures for students educated within the Japanese educational system and for students educated outside this system.

With Universal Admissions, ICU is seeking students who have studied in various places around the world and who possess diverse backgrounds. This admissions system accommodates different language backgrounds and learning experiences, so that you can select the application method that is most appropriate for you. Through this system, we will work together to find the path that best enables you to make use of all of your rich experiences.

### Universal Admissions conducted in English

- April Admissions by Documentary Screening
- September Admissions by Documentary Screening

ICU seeks to admit students irrespective of nationality who can strive academically and personally at ICU, in line with its goal to cultivate responsible global citizens. Applicants for April/September Admissions by Documentary Screening undergo a documentary screening process in English, including the submission of standardized test scores, such as SAT, ACT, or IB. Admissions are based on holistic criteria with the goal to identify students who are able to perform at a superior level in a liberal arts environment. Moreover, coming from diverse educational and cultural backgrounds, students are expected to enrich the ICU student body with different and innovative ways in which to meet the challenges of the new global age.

Applicants who apply to ICU through April/September Admissions by Documentary Screening are those who should be able to take college level courses taught in English. Students entering through these means must complete the Japanese Language Programs (JLP) as part of their Graduation Requirements.

### Universal Admissions conducted in Japanese

- April Admissions for Returnees
- April Admissions for International Students by Documentary Screening / Interview (EJU required)
- September Admissions for International Students by Documentary Screening (EJU required) (<http://www.icu.ac.jp/admissions/>)

Applicants who go through the above admission systems should be able to take college level courses taught in Japanese. Students entering through these means must complete the English for Liberal Arts Program (ELA) as part of their Graduation Requirements.

# APPLICATION AND ADMISSION PROCEDURES

## THE NUMBER OF STUDENTS TO BE ADMITTED

**Approximately 90 students** are accepted through the Universal Admissions\* each year.

\*April/September Admissions by Documentary Screening, April Admissions for Returnees, April Admissions for International Students by Documentary Screening/Interview, and September Admissions for International Students by Documentary Screening.

NOTE: **Regular AND Transfer Students** are not allowed to simultaneously register at other institutions while studying at ICU. If transferring from other institutions, students must officially withdraw or graduate from their previous institution by the time of enrollment at ICU.

## APPLICATION STATUS AND QUALIFICATIONS

### 1. Regular Students (matriculating as First Year Students seeking a bachelor's degree)

Must meet one of the following criteria by the time of enrollment at ICU:

- (1) Those who have completed, or are expected to complete, 12 years of formal education in Japanese schools accredited by MEXT.
- (2) Those who have completed, or are expected to complete, 12 years or more of formal education in foreign countries.
- (3) Those who hold, or are expected to hold, International Baccalauréate Full Diploma / French Baccalauréat / Abitur /GCE A Level, and are at least 18 years of age.
- (4) Those who graduated or expect to graduate from officially accredited international / foreign schools in Japan, and are at least 18 years of age.
- (5) Those who have passed an examination demonstrating academic ability equivalent to 12 years of formal education, such as the GED (General Educational Development) test or another high school equivalency exam (Upper Secondary School Equivalency Examination), and are at least 18 years of age.

### 2. Transfer Students (matriculating as Second Year Students seeking a bachelor's degree)

Must meet one of the following criteria by the time of enrollment at ICU:

- (1) Those who have completed at least one year of a bachelor's degree program as a degree-seeking student.
- (2) Those who have obtained an associate's degree at a higher educational institution (university/college).

### 3. One-Year-Regular Students\* (studying for 1 academic year)

Must meet both of the following criteria by the time of enrollment at ICU:

- (1) Those who have been attending school outside of the regular Japanese educational system for at least the last two years.
- (2) Those who are university students currently or previously enrolled at colleges or universities, who will have completed at least one year of college work.

\*Those who already have or expect to have a bachelor's degree by the time of enrollment at ICU are not eligible as One-Year-Regular Students. They should apply for *Kenkyūsei* (Special Student) status.

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Admission with *Kenkyūsei* / Auditors status is granted only when the University's regular program of education and research is not jeopardized by this permission.

*Kenkyūsei* / Auditors are not eligible for dormitory residence or a student-rate commuter ticket for public transportation. (Auditors are not eligible for the "Student" visa.)

### 4. *Kenkyūsei* \*(Special Students) (studying for 1 academic year)

Must have completed or be able to show certification that they will complete their undergraduate work (bachelor's degree), i.e. 16 or more years of formal education, by the time of enrollment at ICU, and are permitted to pursue some special study at ICU.

\**Kenkyūsei* participate in the academic program of their special area in the same manner as Regular Students, but course work does not count toward a degree. The University will furnish transcripts of the work completed to other institutions upon request.

>>Extension of stay at ICU: <http://www.icu.ac.jp/en/admissions/september/apply/category/kenkyusei.html>

### 5. Auditors

Must have graduated from a high school and have been admitted to a recognized and accredited university or college

- No records are kept of work done and no university credit is given.
- Auditors are not permitted in laboratory classes, nor in Japanese language skill courses.

Note: Screening of auditors is conducted on a different basis and correspondence regarding auditing should be directed to the Educational Affairs Office: 0422-33-3054 (from abroad, +81-422-33-3054)

## DOCUMENTARY SCREENING

The admissions process is subject to ICU admissions policies and regulations, based on Japanese national educational requirements.

All application documents are important to enable the Admissions Decision Committee to screen applicants in a fair and accurate manner, and omission of any one of the required documents may adversely affect the chances of admission. In particular, official high school transcripts and certified standardized test results are indispensable, as the Admissions Decision Committee screens Applicants as fairly and as rigorously as students who enter on the basis of other types of admission examinations.

## APPLICATION SCHEDULE

	April Applicants (Enrollment: April)	September Applicants (Enrollment: September)
<b>First Application Period</b>		
Online entry	Aug.15 (Tue) - Aug.24 (Thu), 2017 23:59 (JST)	Jan. 6 (Sat) - Jan. 22 (Mon), 2018 23:59 (JST)
Deadline for submission of all application documents	Sep. 5 (Tue), 2017	Jan. 31 (Wed), 2018
Notification Date	Oct. 6 (Fri), 2017	Feb. 23 (Fri), 2018
<b>Second Application Period</b>		
Online entry	Oct. 10 (Tue) - Oct. 19 (Thu), 2017 23:59 (JST)	Feb. 16 (Fri) - Mar. 6 (Tue), 2018 23:59 (JST)
Deadline for submission of all application documents	Nov. 1 (Wed), 2017	Mar. 15 (Thu), 2018
Notification Date	Nov. 27 (Mon), 2017	Apr. 27 (Fri), 2018

JST: Japan Standard Time

- There are two application periods for each application season. There is no advantage or disadvantage in applying to either, but applicants can apply only during one of the two periods.
- Those who are applying during the first application period must submit all documents, including official test scores from testing institutions, by September 5, 2017 (April Applicants) / January 31, 2018 (September Applicants).  
If the application is not completed by these dates, it will be considered for later review in the second application period even if you have completed online entry, provided that all documents are submitted by the second application period deadline of November 1, 2017 (April Applicants) / March 15, 2018 (September Applicants).
- Applicants taking the examinations in which the final results will not be available by **the second application period deadline** should nonetheless apply during the second application period. Applicants who will receive an IB full diploma can apply during either one of the two application periods even if the final grades are not available by the deadline.
- One year interval is required if applicants wish to reapply. Applicants who apply for April 2018 entry will be unable to reapply for September 2018 entry, but able to apply for April 2019. Applicants who apply for September 2018 entry will be unable to reapply for April 2019 entry, but able to apply for September 2019.

## STEPS TO APPLY

### STEP 1 Read the instructions in this booklet carefully

### STEP 2 Check your eligibility

If you are not sure whether you are eligible to apply, please submit an Eligibility Check Form by email or fax well in advance. The form can be downloaded at:

<http://www.icu.ac.jp/en/admissions/september/apply/eligibility.html>

- Check out the FAQ page of the Admissions website in English where you may find additional answers to your questions. <http://www.icu.ac.jp/en/admissions/september/faq/index.html>

### STEP 3 Prepare application documents

Prepare your application documents by following the instructions on pp.5-6 and the pages relevant to your desired student status.

**3-1** Start arranging documents with your school and testing institutions to be sent to ICU well in advance—e.g. test scores, recommendation letters, etc.

**3-2** Complete the online entry during the designated period.

#### Important notes:

- All documents must be prepared in English. Documents in languages other than English must be accompanied with an official translation in English prepared by a school official or an official agency such as an embassy.
- Application documents will not be returned. If your certificate or diploma is the only copy and cannot be reissued, ask your school to prepare a certified copy enclosed in a sealed envelope and signed across the flap. If this arrangement cannot be made for some reason, please consult the Admissions Center ([icu-admissions@icu.ac.jp](mailto:icu-admissions@icu.ac.jp)) in advance.
- If you use any name other than your official name (e.g. nickname, middle name) for school documents such as transcripts and test scores, please ask your school to prepare a letter of clarification and submit it with a copy of your passport.
- Applicants are responsible for the timely delivery of all required documents to ICU. We strongly recommend that applicants send the documents by express registered mail or courier delivery (FedEx, DHL, etc.) well ahead of the deadline to make allowance for any delay. Your application will not be accepted if all required documents do not reach ICU by the submission deadline.
- Official test score(s), such as SAT, ACT, etc., must be sent directly from each testing institution and reach ICU before the specified deadline. You can send them to ICU before the application period starts.
- Applicants who are 23 years of age or older and have graduated from high school or left university more than five years before applying to ICU may be required to submit additional documentation, or may be subject to an interview. For this reason, please contact the Admissions Center before applying.

- Application documents should be sent to:

April / September Admissions by Documentary Screening Admissions Center International Christian University 3-10-2, Osawa, Mitaka, Tokyo 181-8585, JAPAN Tel : +81-422-33-3700	<In Japanese> 〒181-8585 東京都三鷹市大沢3-10-2 国際基督教大学 アドミSSIONズ・センター 4月/9月入学書類選考 Tel : 0422-33-3700
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#### **STEP 4 Receipt of application**

ICU will notify applicants of the receipt of their application documents through the online application system. Be sure to check the submission status online regularly but please also note that it takes time to check all the documents and the status to be reflected.

#### **STEP 5 Notification of admissions decisions**

Admission decisions will be released through the online system on the notification date(s)\*, and the official letter of acceptance and related information will be sent to admitted students via registered mail. No telephone or email inquiries concerning results are accepted. Please note that admitted students CANNOT defer enrollment to a later term or year.

\* The admission decision notification dates are different for those who apply with an Educational Certification, for which results will not be available by the application deadline.

<For April Applicants>

e.g.: NCEA Level 3 with University Entrance, College Scholastic Ability Test.

<For September Applicants>

e.g.: GCE Advanced Level, Abitur, French Baccalauréat, HKDSE.

Please refer to the section on “Educational Certification Requirements”(pp.13-16) or contact Admissions Center for more information.

## Regular Students

### Application Documents

- All official documents (transcripts, school profile, certified copies of educational certification/diploma or translations of these documents, etc.) and recommendation letters must be enclosed in a sealed envelope and signed/ stamped across the flap by school officials and recommenders. Copies, faxes, opened or unsealed envelopes, and unofficial printouts WILL NOT be accepted.

The following items (1-9) should be sent to ICU by the application deadline.

- |  |   |  |
|--|---|--|
| <ol style="list-style-type: none"><li>1. ICU Application Form</li><li>2. Personal Statement</li><li>3. Short Essay</li><li>4. Application Fee</li></ol>  | ➔ | <b>Online Entry → Save a PDF copy of the form for your records</b><br>(If any changes to the completed form must be made, make corrections on the printed copy in RED and send it to ICU by courier) |
| <ol style="list-style-type: none"><li>5. Official Transcript/Term Reports</li><li>6. School Profile</li><li>7. Educational Certification</li><li>8. Proof of English Proficiency (IELTS or TOEFL)</li><li>9. Two Letters of Recommendation</li></ol> | ➔ | <b>Prepare in advance → Submit to ICU</b>  |



**Note: Both online entry and submission of documents must be completed on time for your application to be considered. Online entry, including payment, must be completed by 23:59 (JST) on the last day of each online entry period.**

#### 1. ICU Application Form (<https://icu.applyjapan.com/>)

- The application form must be filled out in English by the applicant.
- Email and the correspondence form of the online entry system will be the main media of communication; therefore make sure to provide us with an email address that you frequently use. Please regularly check your email and the online entry system where you can view your application status.
- Upload a portrait photo (passport photo quality).
- Save a PDF copy of the form for your records.
- A sample Application Form (PDF) is available online.

#### 2. Personal Statement—part of the online application form

Prepare a statement regarding your motivation and purpose for studying at ICU and your study and career plans. In addition, state what contributions you can make to ICU. The statement should consist of around 400 to 500 words. Through this statement, we hope to get to know you better as a student and as a person.

#### 3. Short Essay—part of the online application form

Write an essay on ONE of the topics listed below. The essay should consist of around 400 to 500 words.

- A) Discuss a current issue of personal, local, national, or international concern and its importance to you.
- B) Describe a work of art (painting, literature, music, etc.), a historical episode, or a scientific achievement that has impressed you and explain how it has affected your outlook on life.
- C) Evaluate a significant experience, achievement, risk you have taken, or ethical dilemma you have faced and its impact on you.
- D) A topic of your choice.

#### 4. Application Fee: 30,000 yen (NON-REFUNDABLE)—included in online application

In addition to the application fee, a System Operation Charge (500 yen, Non-refundable) will be applied. Payment should be made by credit card or through Paypal or Chinapay services, at the last stage of the online application process.

#### 5. Official Transcripts/Term Reports

- Transcripts/term reports must show all courses taken and grades or evaluations received in at least in the last three years of secondary school. This transcript should include the most recent semester grades received and the list of courses to be taken during your last semester/year in high school.

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- If you are sending a transcript before the mid-year report or the first semester grades of the final year are available, please make sure to send a report that includes your first semester grade of the final year to ICU as soon as it is released or your transcript is updated.
- If your school prefers to send the transcript directly to ICU, please ask to have it sent by registered express mail.
- If you have attended more than one secondary school, make sure information for all three years is included on the most recent transcript or have a separate transcript sent from each school.
- If an original document cannot be reissued (e.g. a handwritten school report), a certified copy prepared by a school official (principal or registrar) is acceptable.
- If an applicant has already been attending a university, an official university transcript should also be submitted when applying.
- If you are graduating early or have skipped a grade, please submit an official document or letter issued by the school indicating this fact.
- If you have already graduated from high school, submit a certified copy of your diploma or an official letter from the school certifying the date of graduation. A transcript indicating your date of graduation is also acceptable.

## 6. School Profile

- Have your school include/send us a school profile and transcript legend with your transcript/term reports. This will help explain your school's grading system.
- If your school does not have a School Profile, a print-out of your school website where relevant information is provided in English is acceptable. If that is not available either, please download the school profile form from <<http://www.icu.ac.jp/en/admissions/september/apply/booklet.html>> and ask a school official to fill it out in English, sign, and send it to ICU with your transcript. The envelope containing this form must be sealed and signed across the flap by a school official.

## 7. Educational Certification

Applicants are required to submit evidence of educational certification and/or national examination results which will typically indicate qualification for university entrance in the country in which the high school curriculum is based. Alternatively, applicants may send their scores on the SAT, ACT etc. (see pp.13-14). The types of required educational certification vary according to the educational background of the applicant; therefore please refer to the section "Educational Certification Requirements"(pp.13-16).

## 8. Proof of English Proficiency (IELTS or TOEFL)

**Minimum requirements:**

**IELTS: 6.5**

**TOEFL: iBT 79 (PBT 550)**

- The official test score must be sent directly from each testing institution and reach ICU before the specified deadline. A student's copy WILL NOT be accepted. (IELTS: <http://www.ielts.org>, TOEFL: <http://www.toefl.org>)
- Your application will not be considered if your IELTS / TOEFL score submitted by the application deadline is below the minimum required score.
- Please make sure to keep the score request order form/email as evidence of your score arrangements.
- The test(s) must be taken no more than two years before the application period.
- Contact the testing institution, not ICU, for any test-related issues including test score reporting.

**For TOEFL**

- The institution code number for ICU is **0860** (select "undergraduate").

Please note, however, that proof of English proficiency is optional if applicants:

- have spent both junior and senior high school years – the last continuous six school years – at an institution in which English is the language of instruction, OR
- are IB Diploma Candidates and are taking / have taken IB English A ("Literature" or "Language and Literature").

## 9. Two Letters of Recommendation

Must be attached to the designated downloadable FORMS which can be found at:  
<http://www.icu.ac.jp/en/admissions/september/apply/booklet.html>

- 1) One from the high school principal, guidance counselor, tutor or IB coordinator (FORM I)
- 2) One from an instructor in the high school who has taught or is teaching you a core academic subject (e.g. English, social studies, mathematics, science or foreign language) (FORM III)

*Recommendations from teachers of other subjects may be submitted as supplementary information, but will not substitute for the required academic recommendation.*

- There are two types of forms: “For High School Principal/Guidance Counselor” (FORM I) and “For Instructors” (FORM III). Be sure to give the recommender the appropriate form.
- Please remind your high school principal or guidance counselor to fill out the “Date of (Prospective) Graduation” on the recommendation form. In case your high school principal or guidance counselor does not use our form, please request that he or she to answer all questions that are asked on our form and also indicate the date of your (prospective) graduation in a letter printed on school letterhead and signed by a school official.
- If teachers prefer to send the letter directly to ICU, please remind them of the application deadline and ask that it be sent using registered express mail.

## Transfer Students

Transfer credits will be granted only after accepted students complete an interview during orientation week at ICU. It is not possible for students to know how many and which credits will be transferable before matriculation. Please refer to <http://www.icu.ac.jp/en/admissions/september/apply/category/transfer.html>

## Application Documents

- All official documents (transcripts, certified copies of educational certifications/diplomas or translations of these documents, etc.) and recommendation letters must be enclosed in a sealed envelope and signed/stamped across the flap by school officials and recommenders. Copies, faxes, opened or unsealed envelopes, and unofficial printouts WILL NOT be accepted.

The following items (1-8) should be sent to ICU by the application deadline.

1. ICU Application Form
2. Personal Statement
3. Short Essay
4. Application Fee

➔ **Online Entry → Save a PDF copy of the form for your records**

(If any changes to the completed form must be made, make corrections on the printed copy in RED and send it to ICU by courier)

5. Official Transcript/Term Reports
6. Educational Certification
7. Proof of English Proficiency (IELTS or TOEFL)
8. Two Letters of Recommendation

➔ **Prepare in advance → Submit to ICU**

**Note: Both online entry and submission of documents must be completed on time for your application to be considered. Online entry including payment must be completed by 23:59 (JST) on the last day of each online entry period.**

### 1. ICU Application Form (<https://icu.applyjapan.com/>)

- The application form must be filled out in English by the applicant.
- Email and the correspondence form of the online entry system will be the main media of communication; therefore make sure to provide us with an email address that you frequently use. Please regularly check your email and the online entry system where you can view your application status.
- Upload a portrait photo (passport photo quality).
- Save a PDF copy of the form for your records.
- A sample Application Form (PDF) is available online.

### 2. Personal Statement—part of the online application form

Prepare a statement regarding your motivation and purpose for studying at ICU, including your reason for transferring and your study and career plans. In addition, state what contributions you can make to ICU. The statement should consist of around 400 to 500 words. Through this statement, we hope to get to know you better as a student and as a person.

### 3. Short Essay—part of the online application form

Write an essay on ONE of the topics listed below. The essay should consist of around 400 to 500 words.

- A) Discuss a current issue of personal, local, national, or international concern and its importance to you.
- B) Describe a work of art (painting, literature, music, etc.), a historical episode, or a scientific achievement that has impressed you and explain how it has affected your outlook on life.
- C) Evaluate a significant experience, achievement, risk you have taken, or ethical dilemma you have faced and its impact on you.
- D) A topic of your choice.

#### 4. Application Fee: 30,000 yen (NON-REFUNDABLE)—included in online application

In addition to the application fee, a System Operation Charge (500 yen, Non-refundable) will be applied. Payment should be made by credit card or through Paypal or Chinapay services, at the last stage of the online application process.

#### 5. Official Transcripts/Term Reports

- Your official transcript from your college/university, showing all courses taken and grades or evaluations received is required.
- Student copies WILL NOT be accepted.
- If the grading system is not explained on the transcript, be sure to request an explanation of your university's grading system to be included along with your transcript.
- Applicants who have not yet completed one full year of college work at the time of application should have both their high school and college transcripts including School Profile sent to ICU.
- If you have attended more than one university/college, make sure to have a transcript sent from each institution.
- Send a transcript that includes the most recent semester grades received.

#### Note:

**Those who will have obtained an associate's degree by the time of enrollment need to submit a certificate of (prospective) graduation.**

A transcript indicating the date of graduation is acceptable. Those who expect to graduate by the time of enrollment at ICU are required to submit an official letter from their university certifying the date of their prospective graduation.

#### 6. Educational Certification

Applicants are required to submit evidence of educational certification and/or national examination results, which will typically indicate qualification for university entrance in the country in which the high school curriculum is based. Alternatively, applicants may send their scores on the SAT/ACT etc (see pp.13-14). The types of required educational certification vary according to the educational background of the applicant; therefore please refer to the section "Educational Certification Requirement" (pp.13-16). If you are attending a university where the curriculum differs from that of your high school (e.g. a French high school graduate studying at an American university), please contact the Admissions Center in advance.

*Note: Those who already hold a bachelor's degree, i.e. completing 16 years or more of formal education, are exempted from submitting educational certification and/or national examination results. Those who expect to earn a bachelor's degree by the time of enrollment at ICU are also exempted from this requirement. In this case, applicants are required to submit an official letter from their university certifying the expected date of graduation.*

#### 7. Proof of English Proficiency (IELTS or TOEFL)

##### Minimum requirements:

**IELTS: 6.5**

**TOEFL: iBT 79 (PBT 550)**

- The official test score must be sent directly from each testing institution and reach ICU before the specified deadline. A student's copy WILL NOT be accepted. (IELTS: <http://www.ielts.org>, TOEFL: <http://www.toefl.org>)
- Your application will not be considered if your IELTS / TOEFL score submitted by the application deadline is below the minimum required score.
- Please make sure to keep the score request order form/email as evidence of your score arrangements.
- The test(s) must be taken no more than two years before the application period.
- Contact the testing institution, not ICU, for any test-related issues including test score reporting.

##### For TOEFL

- The institution code number for ICU is **0860** (select "undergraduate").

Please note, however, that proof of English proficiency is optional if the applicant has spent the last continuous six years at an institution in which English is the language of instruction.

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## 8. Two Letters of Recommendation

Must be attached to the designated downloadable FORMS which can be found at:  
<http://www.icu.ac.jp/en/admissions/september/apply/booklet.html>

- 1) One from the university dean, department head, or academic advisor (FORM II)
- 2) One from an instructor in the university you are currently attending who has taught or is teaching you an academic subject (FORM III)

*Recommendations from graduate student assistants may be submitted as supplementary information, but will not substitute for the required instructor's recommendation.*

- There are two types of forms: "For University Dean/Department Head/Academic Advisor" (FORM II) and "For Instructors" (FORM III). Please give the recommender the appropriate form.
- If recommenders prefer to send the letter directly to ICU, please remind them of the application deadline and ask that it be sent using registered express mail.
- If applicants have not completed one full year of college work at the time of application, a letter from a high school guidance counselor or principal may be submitted instead of a letter from the university dean, department head, or academic advisor. Use FORM I "For High School Principal/Guidance Counselor" in this case.

## EDUCATIONAL CERTIFICATION REQUIREMENTS

- **Applicants from countries that offer a national examination certificate leading to university entrance:**
  - Submit an official, certified copy of the certificate, including the examination results.
  - Send official information describing the educational system of the country, the examination program, and the grading system.

In the case that the country in which your high school curriculum is based is not listed in the following table, first check the website: <http://www.icu.ac.jp/en/admissions/september/apply/edcert.html>

If it is not listed there either, follow the instructions provided below or contact the Admissions Center in advance.

Educational System	Certificate / Examinations	Page
USA	SAT (with Essay) / ACT Plus Writing	14
International Baccalaureate	IB Full Diploma	14
UK	GCE Advanced Level & GCSE	15
Canada	Completion of Required Curriculum for University Entrance	15
France	French Baccalauréat	15
Germany	Abitur	15
Australia	Higher School Certificate or Equivalent	15
New Zealand	NCEA Level 3 with University Entrance	16
Japan	SAT (with Essay), ACT Plus Writing or GCE A level.	16
Korea	College Scholastic Ability Test (CSAT)	16
Hong Kong	Hong Kong Diploma of Secondary Education (HKDSE)	16
Indonesia	Ijazah SMA (Upper Secondary Certificate of Completion) & SKHUN (Certificate of Graduation)	16
Singapore	Singapore/Cambridge GCE O-level & A-level/H2	16
Thailand	O-NET, PAT & GAT	16

- **Applicants who choose to submit an Educational Certification other than the one on which your school curriculum is based OR,**

- **Applicants from countries that do NOT offer a national examination certificate leading to university entrance:**

Must submit examination or test results from one of the following options:

- SAT (with Essay) or ACT Plus Writing, just as American-educated applicants (see p.14)
- General Certificate of Education in Advanced Level (GCE A Level) (see p.15)

NOTE: If your school curriculum is based on the International Baccalaureate Full Diploma, Abitur, French Baccalauréat, or GCE Advanced A Level, etc. and is accredited by corresponding accrediting institutions only for these respective curricula, your acceptance may be cancelled if you are not able to fulfill the requirements for university entrance.

- Applicants who are home-schooled or attending unaccredited schools should refer to our policy at <http://www.icu.ac.jp/en/admissions/september/apply/category/regular/homeschools/index.html> and also contact the Admissions Center ([icu-admissions@icu.ac.jp](mailto:icu-admissions@icu.ac.jp)) well in advance as we may require additional documents or ask for alternative materials depending on your school curriculum and educational background.

## USA SAT (with Essay) or ACT Plus Writing

Applicants educated in an American-Based educational system are to submit an official score report of the SAT (Evidenced-Based Reading & Writing, Mathematics) with the Essay option administered by the College Board (<http://www.collegeboard.org>) or ACT Plus Writing Test (<http://www.act.org>). Previous SAT (Critical Reading, Mathematics, Writing) scores are also acceptable for the 2018 admissions.

### Important notes for both tests

- The score report (“College Report”) must be sent directly from the testing institution. Official score report requests should be made when you register for the test. If you order a score report after the test, be sure to arrange it well in advance, as international delivery takes considerably longer than delivery within U.S. Please keep a copy of your order invoice with the application documents as proof of the score arrangement.
- Scores received by ICU after the specified deadlines (see p. 4) cannot be considered.
- Contact the testing institution, not ICU, for any test-related issues, including test score reporting.

*Please follow the instructions below for the test(s) that you take.*

### SAT (with Essay)

- When requesting your scores, indicate our institution code number: **0860**
- It frequently takes 4-6 weeks for the official score report to arrive at ICU from the College Board.
- Please order the score report(s) by:

	April Applicants	September Applicants
First Period	July 25, 2017	December 20, 2017
Second Period	September 20, 2017	February 1, 2018

- With regard to the score report, we consider your highest scores across all SAT test dates that you submit.

### ACT Plus Writing

- When requesting your scores, indicate our institution code number: **5279**
- Make sure to arrange score report delivery no later than one month before the submission deadline.

### For Transfer Students

If transfer applicants would like to submit their SAT or ACT Plus Writing scores that they took when they entered the university, please consult the Admissions Center in advance. However, please note that SAT/ACT tests taken more than **five years ago** are not acceptable.

## IB International Baccalaureate Full Diploma

### <Applicants who will obtain IB final grades after the application submission deadline>

Request that your school issue your IB predicted grades using the form that can be downloaded from <http://www.icu.ac.jp/en/admissions/september/apply/booklet.html> and send it with your transcript. Decisions will be made based on your predicted IB grades and other application documents. However, acceptance may be conditional upon receipt of final IB results.

Please also request that your IB coordinator or guidance counselor have your final IB results sent to ICU electronically through the IB organization.

### <Applicants who already have the IB diploma final grades>

Please arrange the result of your IB diploma final grades to be sent to ICU electronically through the IB organization or have your school prepare a certified copy of your IB diploma result.

## **Canada** Completion of Required Curriculum for University Entrance

Applicants educated in a Canadian-based educational system must complete the curriculum and/or examination that is required in order to enter a four-year university in Canada.

**British Columbia:** English 12 (or English 12 First Peoples) and three Grade 12 academic courses\*.

\*The subject of your native language or language spoken at home will not be counted.

**Ontario:** Six Grade 12 4U/4M courses including English 4U.

**Alberta:** Five Grade 12 academic courses numbered 30/31 including English Language Arts 30-1.

For other provinces, please consult the Admissions Center in advance if you are unsure about your educational certification.

**<For September applicants>** Please send us all documents, except the final result of these examination, by March 15, 2018. Your admission decision will be made after the receipt of your final result in July or August.

## **U K** GCE Advanced Level & GCSE

Applicants educated in a British-based educational system are to submit an official, certified copy of the General Certificate of Education Advanced Level (GCE A Level) and the General Certificate of Secondary Education (GCSE), indicating passes in five subjects, ideally one from each of the subject groups: Humanities, Social Sciences, Mathematics, Natural Sciences, and Languages. Of the five passes, two must be at the GCE A Level.

- Please submit the following documents with your term reports / transcripts. Remember to have them all enclosed in an envelope that has been sealed and signed across the flap by a school official.
  - a certified copy(ies) of GCSE certificate(s)
  - a certified copy(ies) of GCE Advanced Subsidiary (AS) statement of results or certificate(s).
  - GCE Advanced Level (A2)\*

\*September Applicants: predicted grades of GCE Advanced Level (A2)

- For applicants originally from non-English speaking countries, except those who have spent their junior and senior high school years - approximately six years - in a British school system, it is recommended to take English Language in the Language subject group.
- Subjects of your native language(s) or languages spoken at home are not accepted to fulfill the above requirement.

**<For September applicants>** Please send us all documents, except the final result of GCE A Level, by March 15, 2018. Your admission decision will be made after the receipt of your final GCE A Level results in August.

## **France** French Baccalauréat

Applicants educated in a French-based educational system are to submit an official, certified copy of the Baccalauréat examination certificate.

**<For September applicants>** Please send us all documents, except the final result of Baccalauréat, by March 15, 2018. Your admission decision will be made after the receipt of your Baccalauréat result in June or July.

## **Germany** Abitur

Applicants educated in a German-based educational system are to submit an official, certified copy of the Abitur certificate.

**<For September applicants>** Please send us all documents, except the final result of Abitur, by March 15, 2018. Your admission decision will be made after the receipt of your Abitur result in June.

## **Australia**

Applicants educated in an Australian-based educational system are to submit an official, certified copy of examination results and certificates that qualify you to enter Australian universities. Please note that the names of each certificate listed below may be different depending on your graduation year.

*Australian Capital Territory*

*ACT Year 12 Certificate + Tertiary Entrance Statement (TES) + Australian Tertiary Admission Rank (ATAR)*

*New South Wales*

*Higher School Certificate (HSC) + HSC Record of Achievement + Course reports + Australian Tertiary Admission Rank (ATAR)*

(Continue to the next page)

Queensland	Queensland Certificate of Education (QCE) + Tertiary Entrance Statement including OP & FP + Senior Statement
Western Australia	Western Australian Certificate of Education (WACE) + WACE Course Report + Statement of Results + Australian Tertiary Admission Rank (ATAR)
South Australia	South Australian Certificate of Education (SACE) + Record of Achievement + Tertiary Entrance Statement (TES) including Australian Tertiary Admission Rank (ATAR)
Victoria	Victorian Certificate of Education (VCE) + Australian Tertiary Admission Rank (ATAR) + Statement of Results
Tasmania	Tasmanian Certificate of Education + Australian Tertiary Admission Rank (ATAR) + Qualifications Certificate
Northern Territory	Northern Territory Certificate of Education and Training (NTCET) + Record of Achievement + Australian Tertiary Admission Rank (ATAR)

**<For April applicants>** Please send us all documents, except the final results, by November 1, 2017. Your admission decision will be made after the receipt of your result in December.

#### **New Zealand** NCEA Level 3 with University Entrance

Applicants educated in a New Zealand-based educational system are to submit an official, certified copy of the Record of Achievement showing NCEA Level 3 and University Entrance.

**<For April applicants>** Please send us all documents, except the final result of these examinations, by November 1, 2017. Your admission decision will be made after the receipt of your result in January.

#### **Japan** SAT (with Essay), ACT Plus Writing or GCE Advanced Level

Applicants educated in a Japanese-based educational system are to submit an official score report of SAT (with Essay), ACT Plus Writing (see p.14 [USA]) or GCE Advanced Level (see p.15 [UK])

#### **Korea** College Scholastic Ability Test (CSAT)

Applicants educated in a Korean-based educational system are to submit an official report of CSAT results issued in English.

**<For April applicants>** Please send us all documents, except the final result of CSAT, by November 1, 2017. Your admission decision will be made after the receipt of your result in December.

#### **Hong Kong** Hong Kong Diploma of Secondary Education (HKDSE)

Applicants educated in a Hong Kong-based educational system are to submit an official report of HKDSE results.

**<For September applicants>** Please send us all documents, except the final result of HKDSE, by March 15, 2018. Your admission decision will be made after the receipt of your result in July or August.

#### **Indonesia** Ijazah SMA (Upper Secondary Cert. of Completion) & SKHUN (Cert. of Graduation)

Applicants educated in an Indonesian-based educational system are to submit an official report of Ijazah SMA including Ujian Nasional (Upper Secondary Certificate of Completion) + SKHUN (Certificate of Graduation).

**<For September applicants>** Please send us all documents, except these certificates, by March 15, 2018. Your admission decision will be made after the receipt of your results.

#### **Singapore** Singapore/Cambridge GCE O-level & A-level/H2

Applicants educated in a Singapore-based educational system are to submit an official report of Singapore/Cambridge GCE O-level & A-level/H2. A student's copy will not be accepted.

**<For September applicants>** Please send us all documents, except the final results of A-level/H2, by March 15, 2018. Your admission decision will be made after the receipt of your results.

#### **Thailand** O-NET, PAT & GAT

Applicants educated in a Thai-based educational system are to submit an official report of O-NET, PAT and GAT results.

**<For September applicants>** Please send us all documents by March 15, 2018, except the exam results which are not available by this deadline. Your admission decision will be made after the receipt of your results.

## One-Year-Regular Students

Students of our partner universities should consult with their home institution's study abroad office regarding the application to ICU. For the list of our partner universities, please refer to [http://www.icu.ac.jp/en/academics/global/ieep/Exchange\\_StudyAbroad.html](http://www.icu.ac.jp/en/academics/global/ieep/Exchange_StudyAbroad.html)

### Application Documents

- Transcripts and recommendation letters must be enclosed in a sealed envelope and signed/ stamped across the flap by school officials and recommenders. Copies, faxes, opened or unsealed envelopes, and unofficial printouts WILL NOT be accepted.

The following items (1-6) should be sent to ICU by the application deadline.

1. ICU Application Form
2. Personal Statement
3. Application Fee



**Online Entry → Save a PDF copy of the form for your records**

(If any changes to the completed form must be made, make corrections on the printed copy in RED and send it to ICU by courier)

4. Official Transcript/Term Reports
5. Proof of English Proficiency (IELTS or TOEFL)
6. Two Letters of Recommendation



**Prepare in advance**

→ **Submit to ICU**

**Note: Both online entry and submission of documents must be completed on time for your application to be considered. Online entry including payment must be completed by 23:59 (JST) on the last day of each online entry period.**

#### 1. ICU Application Form (<https://icu.applyjapan.com/>)

- The application form must be filled out in English by the applicant.
- Email and the correspondence form of the online entry system will be the main media of communication; therefore make sure to provide us with an email address that you frequently use. Please regularly check your email and the online entry system where you can view your application status.
- Upload a portrait photo (passport photo quality).
- Save a PDF copy of the form for your records.
- A sample Application Form (PDF) is available online.

#### 2. Personal Statement— part of the online application form

Please prepare a statement regarding your motivation and purpose for studying at ICU, and your study and career plans. In addition, state what contributions you can make to ICU. The statement should consist of around 400 to 500 words. Through this statement, we hope to get to know you better as a student and as a person.

#### 3. Application Fee: 30,000 yen (NON-REFUNDABLE)— included in online application

In addition to the application fee, a System Operation Charge (500 yen, Non-refundable) will be applied. Payment should be made by credit card or through Paypal or Chinapay services, at the last stage of the online application process.

#### 4. Official Transcripts/Term Reports

- Your official transcript from your college/university, showing all courses taken and grades or evaluations received is required.
- If the grading system is not explained on the transcript, be sure to request an explanation of your university's grading system to be included along with your transcript.
- Applicants who have not yet completed one full year of college work at the time of application should have both their high school and college transcripts including School Profile sent to ICU.
- If you have attended more than one university/college, make sure to have a transcript sent from each institution.
- Send a transcript that includes the most recent semester grades received. The list of courses to be taken during the last semester / year must be included with the transcripts.

## 5. Proof of English Proficiency (IELTS or TOEFL)

**Minimum requirements:**

**IELTS: 6.5**

**TOEFL: iBT 79 (PBT 550)**

- The official test score must be sent directly from each testing institution and reach ICU before the specified deadline. A student's copy WILL NOT be accepted. (IELTS: <http://www.ielts.org>, TOEFL: <http://www.toefl.org>)
- Your application will not be considered if your IELTS / TOEFL score submitted by the application deadline is below the minimum required score.
- Please make sure to keep the score request order form/email as evidence of your score arrangements.
- The test(s) must be taken no more than two years before the application period.
- Contact the testing institution, not ICU, for any test-related issues including test score reporting.

**For TOEFL**

- The institution code number for ICU is **0860** (select "undergraduate").

Please note, however, that proof of English proficiency is optional if the applicant has spent the last continuous six years at an institution in which English is the language of instruction.

## 6. Two Letters of Recommendation

Must be attached to the designated downloadable FORMS which can be found at:  
<http://www.icu.ac.jp/en/admissions/september/apply/booklet.html>

- 1) **One from the university dean, department head, academic advisor, or study abroad advisor (FORM II)**
- 2) **One from an instructor in the university you are currently attending who has taught or is teaching you an academic subject (FORM III)**

*Recommendations from graduate student assistants may be submitted as supplementary information, but will not substitute for the required instructor's recommendation.*

- There are two types of forms: "For University Dean/Department Head/Academic Advisor" (FORM II) and "For Instructors" (FORM III). Please give the recommender the appropriate form. Use FORM II if you ask your study abroad advisor for a recommendation.
- If recommenders prefer to send the letter directly to ICU, please remind them of the application deadline and ask that it be sent using registered express mail.
- If applicants have not completed one full year of college work at the time of application, a letter from a high school guidance counselor or principal may be submitted instead of a letter from the university dean, department head, academic advisor or study abroad advisor. Use FORM I "For High School Principal/Guidance Counselor" in this case.

## **Kenkyūsei (Special Students)**

### **Application Documents**

- All official documents (transcripts, certificate of (prospective) graduation) and recommendation letters must be enclosed in a sealed envelope and signed/ stamped across the flap by school officials and recommenders. Copies, faxes, opened or unsealed envelopes, and unofficial printouts WILL NOT be accepted.

The following items (1-7) should be sent to ICU by the application deadline.

- |   |   |  |
|---|---|--|
| 1. ICU Application Form<br>2. Personal Statement<br>3. Application Fee  | ➔ | <b>Online Entry → Save a PDF copy of the form for your records</b><br>(If any changes to the completed form must be made, make corrections on the printed copy in RED and send it to ICU by courier) |
| 4. Official Transcript/Term Reports<br>5. Certificate of (Prospective) Graduation<br>6. Proof of English Proficiency (IELTS or TOEFL)<br>7. Two Letters of Recommendation | ➔ | <b>Prepare in advance</b><br>→ <b>Submit to ICU</b>  |



**Note: Both online entry and submission of documents must be completed on time for your application to be considered. Online entry including payment must be completed by 23:59 (JST) on the last day of each online entry period.**

#### **1. ICU Application Form: (<https://icu.applyjapan.com/>)**

- The application form must be filled out in English by the applicant.
- Email and the correspondence form of the online entry system will be the main media of communication; therefore make sure to provide us with an email address that you frequently use. Please regularly check your email and the online entry system where you can view your application status.
- Upload a portrait photo (passport photo quality).
- Save a PDF copy of the form for your records.
- A sample Application Form (PDF) is available online.

#### **2. Personal Statement**— part of the online application form

Please prepare a statement regarding your motivation and purpose for studying at ICU, and your study and career plans. In addition, state what contributions you can make to ICU. The statement should consist of around 400 to 500 words. Through this statement, we hope to get to know you better as a student and as a person.

#### **3. Application Fee: 22,000 yen (NON-REFUNDABLE)**— included in online application

In addition to the application fee, a System Operation Charge (500 yen, Non-refundable) will be applied. Payment should be made by credit card or through Paypal or Chinapay services, at the last stage of the online application process.

#### **4. Official Transcripts/Term Reports**

- Your official transcript from your college/university, showing all courses taken and grades or evaluations received is required.
- If the grading system is not explained on the transcript, be sure to request an explanation of your university's grading system to be included along with your transcript.
- If you have attended more than one university/college, make sure to have a transcript sent from each institution.
- Send a transcript that includes the most recent semester grades available.

#### **5. Certificate of (Prospective) Graduation**

A transcript indicating the date of graduation is acceptable. Those who expect to graduate by the time of enrollment at ICU are required to submit an official letter from their university certifying the date of prospective graduation.

## 6. Proof of English Proficiency (IELTS or TOEFL)

**Minimum requirements:**

**IELTS: 6.5**

**TOEFL: iBT 79 (PBT 550)**

- The official test score must be sent directly from each testing institution and reach ICU before the specified deadline. A student's copy WILL NOT be accepted. (IELTS: <http://www.ielts.org>, TOEFL: <http://www.toefl.org>)
- Your application will not be considered if your IELTS / TOEFL score submitted by the application deadline is below the minimum required score.
- Please make sure to keep the score request order form/email as evidence of your score arrangements.
- The test(s) must be taken no more than two years before the application period.
- Contact the testing institution, not ICU, for any test-related issues including test score reporting.

**For TOEFL**

- The institution code number for ICU is **0860** (select "undergraduate").

Please note, however, the proof of English proficiency is optional if the applicant has completed the entire bachelor's program in English.

## 7. Two Letters of Recommendation

Must be attached to the designated downloadable FORMS which can be found at:  
<http://www.icu.ac.jp/en/admissions/september/apply/booklet.html>

**1) One from the university dean, department head, or academic advisor (FORM II)**

**2) One from an instructor in the university you are currently attending who has taught or is teaching you an academic subject (FORM III)**

*Recommendations from graduate student assistants may be submitted as supplementary information, but will not substitute for the required instructor's recommendation.*

- There are two types of forms: "For University Dean/Department Head/Academic Advisor" (FORM II) and "For Instructors" (FORM III). Please give the recommender the appropriate form.
- If recommenders prefer to send the letter directly to ICU, please remind them of the application deadline and ask that it be sent using registered express mail.

# EXPENSES

## EXPENSES FOR YEAR 2018-2019

The summary below is intended as a reference to help students draw up their personal estimates of expenses for one year. Please note that items under living costs are average and estimates may vary considerably from one student to another.

### A. Academic Fees 2018-2019:

Please note that fees differ according to student status.  
Academic Fees must be paid in Japanese Yen.

#### 1) Regular and Transfer

a) Matriculation fee (first year only) .....	¥300,000
b) Tuition (¥359,000 per term) .....	¥1,077,000
c) Facilities Fee (¥114,000 per term) .....	¥342,000
Annual Total:	¥1,719,000 (\$15,600)(£14,300)
	\$1=¥110, 1£=¥120

#### 2) One-Year-Regular and Kenkyūsei

a) Admission Fee.....	¥150,000
b) Tuition (¥359,000 per term) .....	¥1,077,000
c) Facilities Fee (¥114,000 per term) .....	¥342,000
Annual Total:	¥1,569,000 (\$14,300)(£13,100)
	\$1=¥110, 1£=¥120

## Deadlines for Academic Fees

### <For April Applicants >

Matriculation/Admission Fee and Spring Term Tuition and Facilities Fee :

**First Application Period- October 19, 2017**

**Second Application Period- February 16, 2018\***

### <For September Applicants >

Matriculation/Admission Fee : **June 15, 2018\***

Autumn Term Tuition and Facilities Fee: **August 17, 2018**

- Students are required to remit Matriculation/Admission Fee in order to ensure their admission candidacy;  
**Non-refundable**
- Tuition and facilities fee for the later terms are due at the beginning of each term.
- Those who receive admission notification in the month of deadline of Matriculation/Admission Fee\* or later (see p. 6) may have different payment deadlines. Please refer to the payment schedule which will be sent with the admission notification.
- **Special Note for Non-Japanese Students:**  
Admitted students are requested to ask a person residing in Japan to be their guarantor\*\*. Those who cannot find a guarantor in Japan and request that ICU serve as a guarantor are required to pay matriculation/admission fee, tuition and facilities fee for all three terms as advanced payment by the deadline of Matriculation/Admission Fee.

*\*\*The guarantor is responsible along with the student, for dealing with the exigencies of the situation in case of infraction of University rules or civil discipline.*

## B. Estimated Living Cost (subject to change):

- ◆ On-Campus Housing  
(Total Cost for the first year) .....total ¥313,500 to ¥569,500 / year  
(\$2,900, £2,600) (\$5,200, £4,700)
  
- ◆ Off-Campus Housing  
(Cost varies according to the type of housing) .....approx.¥45,000 - ¥85,000 / month  
(\$410, £380) (\$770, £700)
  
- ◆ Miscellaneous
  - Living Expenses (including Food) .....approx. ¥75,000 / month  
(\$680, £630)
  
  - Books and Supplies .....approx. ¥15,000 / month  
(\$140, £130)
  
  - Transportation (within Tokyo) .....approx. ¥8,000 / month  
(\$73, £67)

## C. Insurance

Mandatory for non-Japanese students only:

National Health Insurance (tax) .....approx. ¥8,000 - ¥9,000  
(\$73, £67) (\$82, £75)

Optional:

Student Comprehensive Group Insurance (Accidental injury & liability)  
From 3 months to 4 years ..... ¥3,000 - ¥20,000  
(\$27, £25) (\$180, £170)

**Note: The costs may vary depending on each student's life style.**

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### Note: Academic Fees for Years 2018 - 2022

The matriculation and admission fees are fixed annually for the coming year. The tuition is fixed annually for the academic year four years prior to implementation. The following are the fees applicable to students entering in 2018.

Matriculation Fee (for Regular/Transfer)	¥300,000
Admission Fee (for One-Year-Regular/ <i>Kenkyūsei</i> )	¥150,000

#### Tuition

2018-2019 year	¥1,077,000
2019-2020 year	¥1,077,000
2020-2021 year	¥1,077,000
2021-2022 year	To be announced in Fall 2017

#### Facilities Fee

2018-2019 year	¥342,000
2019-2020 year	¥342,000
2020-2021 year	¥342,000
2021-2022 year	To be announced in Fall 2017

One-Year-Regular Students and *Kenkyūsei* who are permitted to extend their stay at ICU for one more year will be asked to pay a supplementary admission fee. This will be one-fourth of the matriculation fee set for Regular Students in the current academic year.

# FINANCIAL AID AND SCHOLARSHIPS

Financing a college education is a major consideration for most students and families. Financing a year or more of study abroad entails an even greater degree of planning in order to insure that funds have been secured, and that they will be transferred in a timely fashion. Since payment of matriculation/admission fees, tuition, and all living expenses are the entering student's responsibility, we urge you to take into account all of the financial aspects of your study in Japan at the time you apply to ICU. For a summary of estimated expenses, please refer to pages 21-22.

ICU has broad categories of financial aid and scholarships: A) financial support students can apply for together with application for admission to ICU, and B) financial support offered to students who submit application after being enrolled at the university.

Please note that students entering ICU as One-Year-Regular or *Kenkyūsei* are not eligible for ICU financial aid or scholarships. Also note that long term student loans are only available for Japanese citizens and foreign residents who possess permanent/long-term resident status.

Listed below are the various financial aid and scholarship possibilities:

## A. Financial support you can apply for TOGETHER WITH APPLICATION FOR ADMISSION to ICU

Individuals wishing to come to ICU who have achieved outstanding academic results in their secondary education and who have need for financial assistance in order to attend ICU are invited to apply for the following scholarships.

### ● ICU Peace Bell Scholarship

- ◆ Eligibility: Students applying to ICU as First Year "Regular" Students who possess strong personal character and high academic promise, and who demonstrate financial need.
- ◆ Award amount: One million yen per year for four years (the standard length of time it takes to graduate from ICU). Note that in cases where academic performance at ICU falls to meet minimum standards, the awards may be revoked.

### ● ICU Torch Relay High Endeavor Scholarship

- ◆ Eligibility: Students applying to ICU as their first choice university as First Year "Regular" or "Transfer" Students who possess high academic promise and demonstrate financial need.
  - ◆ Award amount: 773,000yen including Matriculation fee (300,000yen), first term tuition and facilities fees (473,000yen) that are to be deducted from the initial academic fees new students are required to pay.
- Deadline: Application for ICU Torch Relay High Endeavor Scholarship and ICU Peace Bell Scholarship must be submitted by the deadline of Admission documents.

*For more information, please refer to*  
<http://sag.info.icu.ac.jp/englishhome/scholarships-en>

## B. Financial support you can apply for AFTER MATRICULATION

### 1. Support from ICU

- **Tuition Reduction Scholarship:** After matriculation, international students with high academic promise/achievement and serious financial need may apply for Tuition Reduction Scholarship. Application and screening procedures are made every Spring and Autumn term. Please check your eligibility at Student Affairs Office.
- **ICU Torch Relay Scholarship for Current Students:** A limited number of students are granted a tuition waiver through selection based on academic performance and financial need.
- **ICU Long-Term Loan:** The university stands as guarantor for students borrowing up to the amount of annual tuition from a designated Japanese bank. This loan is for Japanese Nationals and permanent / long-term residents.

For more information or questions on ICU Student Financial Aid, please refer directly to the Student Affairs Group (Email: [scholarship@icu.ac.jp](mailto:scholarship@icu.ac.jp)).

### 2. Support from other organizations

Aside from financial aid and scholarships provided by the university, there are public organizations and private foundations in Japan which offer financial aids for students. Some may accept scholarship applications before matriculation. For more information, please check the website below.

Japan Student Services Organization's (JASSO).  
[http://www.jasso.go.jp/study\\_j/scholarships\\_e.html](http://www.jasso.go.jp/study_j/scholarships_e.html)

Japan Finance Corporation (JFC)  
<http://www.jfc.go.jp/>

Any inquiries about the information found at above website must be sent directly to the relevant organization or foundation.

# ACCOMMODATIONS

Students who have been admitted to the University may utilize the services of the Housing Office, which handles placement in the campus dormitories. Detailed information and application forms for dormitory and off-campus housing will be sent along with the official Notification of Admission.

*Note: No housing requests can be accepted until the individual has been selected for admission to the University.*

## On-Campus Dormitories

Regular, Transfer and One-Year-Regular Students are eligible for the on-campus dormitories but rooms are limited. *Kenkyūsei* status does not entitle the student to the privileges of dormitory residence. Students interested in applying to ICU dormitories should carefully read the dormitory information booklet that is sent to admitted students in order to understand the uniqueness of each dormitory. You can also find general information about on-campus dormitories at this website:

<http://sag.info.icu.ac.jp/englishhome/dorm-apartment-en/undergraduate>

< Capacity and Fees (AY2017)>

In JPY

Dormitory	Sex	Capacity	Occupancy per room	Admission Fee	Fees (per month)*3
Canada House	Male	34	2	56,000	31,000
			1*1		34,800
Third Women's	Female	40	2		25,750
Fourth Women's	Female	32	2		30,500
Global House	Male & Female	64	1		51,350
Zelkova House		126	2		49,000
Ginkgo House		126	2		49,000
Oak House		126	2		49,000
Maple House		128	2		49,500
		1 *2			
Momi House		160	2	49,500	
		1 *2			

\*1 The single rooms in Canada House are basically for juniors and seniors.

\*2 The single rooms in Maple House and Momi House are basically for seniors.

\*3 The dormitory fees must be paid per term in one payment.

## Homestay

Living with a Japanese family will enable you to experience Japanese culture, daily life and also to practice your Japanese language.

Further information can be found at: <http://www.homestay-in-japan.com/icu/>

## Off-Campus Housing

ICU consigns the introduction of Off-campus housing such as Apartments, Students Dormitories, Student Apartment Houses (other than homestays) and a share house to ICU Service Co., Ltd.

ICU Service, in cooperation with the cooperative real estate agents, makes arrangements to provide beneficial conditions to students who are looking for off-campus residences. ICU Service holds on-campus consultation events together with the cooperative agents from time to time.

If you have any inquiries regarding **Apartments, Student Dormitories, Student Apartment Houses or a share house**, please contact the cooperative agents directly or apply from website of the ICU Service. The cooperative agents are listed in the website of ICU Service (the URL is below). You can also register yourself to the agents via "Student Housing Listing Request Form" on the page, so that the agents could send you some information.

Further information can be found at: <http://en.icu-service.com/services/off-campus-housing/>

<http://sag.info.icu.ac.jp/englishhome/dorm-apartment-en>

## **1. Apartments**

Generally unfurnished, utilities not included. Minimum renting term is 2 years. Average monthly rent around ICU area is JPY65,000 a month. Upon contracts, you will require to pay an initial fee (non-refundable) and deposits (refundable) that may amount to 3 to 4 time the monthly rents. You must often require to nominate a Japanese guarantor to co-sign the contract. If you do not have a guarantor, consult with ICU Service.

## **2. Off-Campus Student Dormitories (学生会館 : *Gakusei-kaikan*)**

An off-campus dormitory-style residence is available through an ICU Service cooperative agent. Dormitory managers, who are full time staff, provide not only a place to stay, but also a family atmosphere. Fees vary depending on the type of room and the period of the contract.

## **3. Off-Campus Student Apartment House**

Student Apartment Houses have features such as...

- ◆ All of the residents are students.
- ◆ There are various rooms such as: rooms with resident dormitory managers, meals included, only for female, fully furnished, and so on.

## **4. Share house**

Generally furnished, utilities are included. One can sign short-term contracts. Average monthly rent is around JPY65,000 (utility costs are included). Guarantor not required and initial costs are less expensive than other types of residences. Similar to on-campus dormitories, it is a type of residence that several people live together in the same building and share common areas such as lounge, kitchen, entertainment areas, shower/ bathroom, entertainment areas, etc. It is ideal place for students who stays less than 2 years, not yet fluent in Japanese, does not have a guarantor, who looks for a temporary accommodations when you first arrive. Please visit ICU Service's websites for more details.

\*When you contact the agent directly, please don't forget to tell them you obtained information through ICU Service Co., Ltd in order to receive ICU students' benefits.

# JAPAN ENTRY PROCEDURES

Applicants who have passed the documentary screening will be informed of the URL for “Entrance Procedures” website. Detailed information about the entrance documents and Japan entry procedures will be available on this website. Most of the procedures for entering the University, including remittance of matriculation/admission fees, are to be completed by the following dates;

<For **April** Applicant> **First** Application Period: **October 19, 2017**  
**Second** Application Period: **February 16, 2018**

<For **September** Applicant> **June 15, 2018**

However, prospective non-Japanese students applying from abroad should be aware early on of the requirements for entry into Japan as a student. The essentials are outlined here.

## Passport

Prospective students from abroad should obtain the information necessary for applying for a passport from the appropriate office of their own government. One’s passport must be valid at all times while living in Japan.

Note: We recommend that you have a passport by the time you apply for ICU.

## Student Visa

All non-Japanese students, except those who are Auditors, are basically required to have the “Student (*Ryūgaku*)” visa.

There is a special procedure for obtaining the Student visa most expeditiously, the details of which are included in the Entrance Procedures website. As an essential part of the procedures to obtain the Student visa, the University, on behalf of the student, initiates the visa application by applying to the Japanese government for the official document, “Certificate of Eligibility for Status of Residence (*Zairyū Shikaku Nintei Shōmeisho*)”. After receipt of the certificate, the University sends it to the student, who in turn presents it at the nearest Japanese consulate for the Student visa, which is usually issued within a week. The deadline for visa related application is as follows.

<For **April** Applicants> **First** Application Period: **October 19, 2017**  
**Second** Application Period: **January 10, 2018\***

\*NOTE: This date is different from the submission deadline of other entrance procedures documents.

<For **September** Applicants> **June 15, 2018**

For those who attend the Summer Courses in Japanese, application documents for Certificate of Eligibility should be submitted by **April 30, 2017**.

## The Japan ICU Foundation

The Japan ICU Foundation, with its office in New York City, works with ICU in its efforts to be a visionary liberal arts university. As part of its regular activities, the Foundation helps ICU to recruit and support international students.

Students who are applying or considering applying to ICU, especially those living in North America, are encouraged to contact the Japan ICU Foundation with questions or concerns that may be unique to persons not yet familiar with Japan. Foundation staff welcome inquiries and can help describe the nature of student life at ICU from an international perspective. Please visit the Foundation's website at [www.jicuf.org](http://www.jicuf.org) or send emails to [information@jicuf.org](mailto:information@jicuf.org) for more information. You can also find the Japan ICU Foundation on Facebook and LinkedIn.

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## Giving to ICU

Gifts of all sizes and types help ICU meet the challenges of providing a liberal arts education. Information on how to make a gift to ICU will be sent to students' guarantors after matriculation.

Email: [foi@icu.ac.jp](mailto:foi@icu.ac.jp) Website: <http://subsites.icu.ac.jp/fundraising/en/index.html>

### Medical attention

While medical certification is not required at the time of application, any applicants with conditions that might require special attention to undertake university work should notify the Admissions Center in writing.

### Declaration of Non-Discrimination

ICU does not discriminate on the basis of race, color or national origin in the administration of its educational policies, admission policies, financial aid, employment, or any other university programs or activities.

### Handling of Personal Information

All personal information will be used only for the admission purposes, such as documentary screening, correspondence with applicants, announcement of admission results, entrance procedures, and other related administrative tasks.

Data collected through the admission process may be used for data analysis for admission-related research, which will be used within the University or may be outsourced to an agency.

Further information on the ICU policy for the protection of personal information can be found at: <http://www.icu.ac.jp/en/policy.html>

**Admissions Center**  
**International Christian University**  
3-10-2, Osawa, Mitaka, Tokyo 181-8585, JAPAN

<In Japanese>

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Website: <http://www.icu.ac.jp/en/admissions/>