

INTERNATIONAL CHRISTIAN UNIVERSITY

Graduate School of Arts and Sciences

Master's Course & Doctoral Course

AY2024 Admissions Handbook



ICU provides special accommodation for disaster victims in the Great East Japan Earthquake, 2016 Kumamoto Earthquake, Disasters caused by the heavy rain event in July 2018, the 2018 Hokkaido Eastern Iburi Earthquake, and the typhoon No.15 and No. 19 in 2019, specified by the National Disaster Relief Act. If you are a disaster victim of an earthquake designated in this Act, you may be eligible for special support in application documents, application fee, tuition, and others. For details, check the ICU Website and follow the necessary procedures.

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I. Graduate School Programs Accepting Applicants in 2024

1. REGULAR STUDENTS

The ICU Graduate School (GS), in accordance with degree regulations, grants the following degrees to regular students who have attended the Graduate School for the prescribed period, acquired the required credits, received research instruction after qualifying as a degree candidate, and passed the Master's or Doctoral thesis examination and the final examination.

School	Course	Status	Program	Quota	Area of Concentration	Degree
Graduate School of Arts and Sciences	Master's Course	Regular / <i>Kenkyusei</i>	Education and Psychology Program	28	Education	Master of Arts in Education
					Psychology	
					Language Education	
			Public Policy and Social Research Program	30	Politics and International Studies	Master of Arts in Public Administration or Master of Arts in International Relations
					Social and Cultural Analysis	Master of Arts in Social and Cultural Analysis
					Media and Language	Master of Arts in Media and Language
					Public Economics	Master of Arts in Public Economics
					Peace Studies	Master of Arts in Peace Studies
			Comparative Culture Program	17	Japanese Culture Studies	Master of Arts in Comparative Culture
					Transcultural Studies	
			Natural Sciences Program	9	Mathematics and Information Science	Master of Arts in Natural Sciences
					Material Science	
					Life Science	
	Doctoral Course	Regular	Arts and Sciences Program	20		Doctor of Philosophy

【About Program and Area of Concentration】

Applicants for Master's Course must choose one Program and Area of Concentration at the time of application. Please consider which to choose carefully by checking the professor's specialization/courses offered / the degree conferred in each program. When considering which Programs / Areas to select, it is recommended that prospective applicants contact and consult with faculty whose field of specialization is related to their research plan or desired field of study because research guidance received from faculty is important in Graduate School.

【Notice to Applicants for the Natural Sciences Program】

Applicants for the Natural Sciences Program are recommended to confirm the research environment of the ICU facilities (e.g. ICU Open Campus). Before application, it is advised to thoroughly discuss the applicants' research plan with ICU faculty working in a related field and ask if ICU faculty can give research guidance after the enrollment. To contact faculty members, send them an email or contact ICU GSG (gs-adm@icu.ac.jp).

2. KENKYUSEI (Special Students)

Kenkyusei are those who have already received a Master's degree or the equivalent and wish to take specified subjects or receive research instruction at the Graduate School of Arts and Sciences. (Refer to p.31)

II. Policies

1. Diploma Policy

Master's Course, Graduate School of Arts and Sciences

In the master's course, master's degrees are conferred upon persons who have taught and researched scholarship and its applications based on a foundation of general and specialized education at the undergraduate level; acquired the following in light of the educational and research purposes stipulated by each program; and completed the prescribed curriculum and passed both the thesis defense and the final examination.

1. Broad and deep scholarship
2. Ability to conduct research in the program area
3. Superior ability for assuming positions that require a high degree of specialization

Doctoral Course, Graduate School of Arts and Sciences

In the doctoral course, doctoral degrees are conferred upon persons who have thoroughly investigated the depths of theories of scholarship and their applications acquired in a master's course; acquired the following for contributing to the development of culture; and completed the prescribed curriculum and passed both the dissertation defense and the final examination.

1. Ability to independently conduct research as a researcher
2. High level of research ability necessary for engaging in specialized work and rich scholarship that serves as a foundation therefor

2. Curriculum Policy

Master's Course, Graduate School of Arts and Sciences

In light of the diploma policy, and in order to foster broad and deep scholarship across the humanities and sciences, the master's course designs its curriculum as follows.

Students take a total of 30 units as follows: at least 1 School-wide Interdisciplinary Course (2 units); at least 2 Foundation Courses (4 units) from their selected program; at least 4 Specialization Courses (8 units) from their selected area of concentration; at least 3 Research Courses (6 units) from their selected program; at least 3 courses (6 units) from among Foundation Courses, Specialization Courses, and Research Courses of their selected program/concentration; and at least 2 School of Arts & Sciences courses (4 units) as electives. In addition to taking courses, students receive research guidance and submit a master's thesis.

1. The master's course offers a curriculum that enables students to take a mix of courses for deepening specialization and cultivating rich scholarship.
2. The master's course offers graduate education that maintains specialization in foundation areas and allows development of a wide range of areas, including cutting-edge technology and new areas.
3. The master's course systematically designs foundation courses, advanced courses, and courses regarding research methods; develops abilities to write academic papers; and provides guidance regarding the master's thesis.
4. Students mainly take courses during the first year and write the master's thesis during the second year.
5. Research advisors note changes in advisees' academic performance each term and give appropriate advice in accordance with the situation so that advisees will fulfill graduation requirements.
6. Research advisors guide students in a manner that enables the students to determine and deepen research topics through individual seminars.

Doctoral Course, Graduate School of Arts and Sciences

In light of the diploma policy, the doctoral course aims to cultivate people who are equipped with both a high degree of specialization and an interdisciplinary perspective and designs its curriculum as follows.

1. In "Advanced Research" courses, faculty individually advise students through readings and discussions of text and discussions based on students' study plans.
2. Faculty provide appropriate guidance and advice regarding preparation of the Annual Study Report.
3. Faculty push students to delve into topics and data and engage in issues and research for increasing precision

so that students can advance to doctoral candidacy.

4. Faculty provide research guidance for at least 3 academic terms following advancement to doctoral candidacy.
5. Faculty provide guidance and advice regarding preparation of the Study Plan for Dissertation, taking into consideration the steps until the submission of the dissertation.
6. Faculty provide appropriate guidance and advice regarding preparation of the Final Draft of a Doctoral Dissertation, taking students' circumstances into consideration.
7. Faculty provide guidance and advice so that students in principle publish at least one paper related to their dissertation in an external academic journal before submission of the dissertation.
8. Faculty provide guidance and advice regarding preparation of the dissertation, taking into consideration the points indicated during the evaluation of the final draft.

3. Admissions Policy

International Christian University (ICU) has as its principle “to serve God and humankind”; upholds three commitments: international, Christian, and academic; and puts into practice a liberal arts education that crosses academic boundaries.

In accordance with these three commitments, ICU Graduate School (GS) was established with the purpose of further development in both education and research through research in various fields based on academic knowledge cultivated at the undergraduate level. GS is seeking students equipped with independent research and problem-solving skills in addition to specialized knowledge in order to cultivate leaders with a high degree of specialization who will serve as a bridge between Japan and the world based on a bilingual Japanese and English education.

To accept such students, GS has an admissions system that enrolls students in April and September. By closely reviewing application materials submitted in either Japanese or English (document screening) and conducting thorough interviews, GS evaluates and judges applicants' academic qualities, aptitudes, interests, and enthusiasm from multiple angles.

Master's Course, Graduate School of Arts and Sciences Education and Psychology

The Education and Psychology (EP) program asks students to engage with past research and the doings of those who have come before them from all angles; consolidate their own awareness of issues; and think matters through without easily coming to conclusions. EP accepts students who engage in the quest for and application of knowledge in an interdisciplinary manner; maintain a multifaceted point of view; acquire solid and rich specialized knowledge; and have the motivation to contribute to society through creative proposals. This program aims to cultivate students who respect the awareness of issues of various individuals and who spare no effort to complete unique research that only they can conduct.

Public Policy and Social Research

In the Public Policy and Social Research (PPSR) program, it is possible to learn research methods and theoretical thinking from a highly international faculty and deepen one's specialized research through stimulating discussions with students from many countries. PPSR is seeking students who confront misunderstandings and prejudices that occur amidst diverse values; who are motivated to challenge themselves to conduct interdisciplinary research based on a global viewpoint; and who try to pursue their specialized research without being constrained by boundaries and while learning from multiple angles. This program offers many courses in English and also aims to improve communication skills using English.

Comparative Culture

The Comparative Culture (CC) program is seeking students who can compare and test existing cultural research in diverse fields from a broad point of view and who can independently deepen their learning and research by crossing existing boundaries such as citizenship and culture. CC cultivates people who elevate the learning obtained via the program to a deep understanding of humankind and who fill leadership roles equipped with both foresight regarding the future of humankind and ethics through the unification of a liberal arts spirit and a high level of training in the humanities.

Natural Sciences

The Natural Sciences (NS) program actualizes a superior natural science research environment by taking advantage of the characteristics of small group education and through close communication between faculty and students. In addition, by opening the doors to various graduate schools conducting cutting-edge natural science research and providing an optimal research environment through cooperative relationships with universities and research institutes in Japan and abroad, NS enables students to foster specialized abilities as well as practical English abilities. This program is seeking students who do not stop at attainment of specialized knowledge and skills; who acquire a high level of communication skills; and who try to explore paths in the direction of natural science research through involvement with society and with the possibility of making diverse contributions to society.

Doctoral Course, Graduate School of Arts and Sciences

In order to cultivate leaders with an even higher degree of specialization based on a bilingual Japanese and English education, GS's doctoral course is seeking students who are equipped with independent research and problem-solving abilities; independently conduct research as a researcher; have motivation to acquire the rich scholarship that serves as a foundation therefor; actively participate in scholarly activities off campus, such as conferences; and who spare no effort as a researcher.

III. About the ICU Graduate School

1. ACCREDITATION

The academic programs of the ICU Graduate School are accredited by the Japanese Ministry of Education, Culture, Sports, Science and Technology. ICU is a member of the Japanese University Accreditation Association. Credits earned at ICU are fully recognized in Japan, the United States and elsewhere.

2. ACADEMIC YEAR

The academic year is divided into trimesters of approximately eleven weeks each. Students register and complete courses in each term. The spring term runs from early April to the end of August, the autumn term from early September to the end of November, and the winter term from early December to the end of March. Summer vacation: July and August.

3. CLASSES

A class period lasts 70 minutes. The number of academic units assigned to a course corresponds to the number of class periods per week, with the exception of laboratory hours. A list of graduate school courses is downloadable from (<https://campus.icu.ac.jp/public/ehandbook/CourseList.aspx?lang=E>). After selecting "Graduate School Courses" from the left category and a program from the top category, a list of courses for each program will be shown. Each course is offered every year or every other year.

Course offerings for each academic year are updated every February in the Website below, with the course schedule, instructor, language of instruction, and syllabus.

(URL: <https://campus.icu.ac.jp/public/ehandbook/SearchCourseAndSyllabus.aspx>)

4. LANGUAGE OF INSTRUCTION

The language of instruction is either Japanese or English. Students who have no or little proficiency in the Japanese language has an option to take one of the Japanese Language Programs courses (JLP) at ICU after entrance.

IV. Admissions Schedule (for Master's Course and Doctoral Course)

The following indicates the schedule from application to notification of admission. An interview for the second screening will follow the documentary screening for the first screening.

*ICU GSG = ICU Graduate School Group

Schedule	AY2024 April Admission		AY2024 September Admission
	Autumn Selection	Spring Selection	
Application Period	Application Period: 2023/8/8 (Tue) 10:00 (JST) – 8/22 (Tue) 17:00 (JST)	Application Period: 2023/11/15 (Wed) 10:00 (JST) – 11/29 (Wed) 17:00 (JST)	Application Period: 2024/2/21 (Wed) 10:00 (JST) – 3/6 (Wed) 17:00 (JST)
	【Note】 For April Admission, foreign-national applicants who reside outside Japan can apply only for the Autumn Selection. See p.36 “4. Application from Overseas” for details.		
	Submission of “Entry Form” and payment of the application fee must be completed within the application period above. Application documents for submission by postal mail <u>must reach ICU GSG by the deadline</u> . After application is accepted, an email of application completion notice with application number will be sent to the email address registered through “Entry Form”.		
First Screening (Documentary screening) Result Notification	2023/9/28 (Thu) at 11:00 (JST)	2024/2/1 (Thu) at 11:00 (JST)	2024/4/12 (Fri) at 11:00 (JST)
	Applicants for Master's Course Regular Student and Doctoral Course Regular Student: Application number of applicants who passed the first screening will be posted on ICU website “News” page (https://www.icu.ac.jp/en/admissions/gsl/). Applicants for Master's Course Kenkyusei: Application number of successful applicants who passed the screening will be posted on ICU website “News” page (https://www.icu.ac.jp/en/admissions/gsl/) on the date/time of “Admissions Decision Notification” indicated below.		
Second Screening (Interview) Schedule	2023/10/3 (Tue) Alternate date: 10/7 (Sat)	2024/2/6 (Tue) Alternate date: 2/8(Thu)	2024/4/20 (Sat) Alternate date: 4/23 (Tue)
	Only applicants who passed the first screening will receive the second screening details such as the reporting time and place through email, which will be sent to the email address registered through “Entry Form”. Second screening may be postponed to the designated alternate date under the decision of ICU.		
Admissions Decision Notification	2023/10/17 (Tue) at 11:00 (JST)	2024/2/20 (Tue) at 11:00 (JST)	2024/5/14 (Tue) at 11:00 (JST)
	On this date/time, application number of successful applicants will be posted on ICU website “News” page (https://www.icu.ac.jp/en/admissions/gsl/). Notification of Acceptance and entrance procedures documents will be sent via registered express mail to their mailing address entered on Application Form.		

Alternate date: Second Screening will be held on the “Alternate date” only if ICU had decided to postpone from the original scheduled date due to large-scale disasters. The date of the interview will not be rescheduled whatever reason of the individual applicant.

V. Application – Steps to Follow

*Refer also to ICU website “Applying” page (<https://www.icu.ac.jp/en/admissions/gs/exam/>).

1

Before Application *Read carefully and prepare

1. Careful reading of Admissions Handbook

- 1) Read “International Christian University Graduate School AY2024 Admissions Handbook” (this booklet) carefully and check application eligibility and application documents.

2. Check your computer etc.

- 1) A personal computer is necessary to complete all the steps of ICU Graduate School Admissions; such as application procedures and receiving the notification of the results online. We do not recommend tablets or mobile devices for applications. Note that the browser specification differs between “Entry Form” and “Application Fee Payment Website.” If you do not have a computer at home, make sure you have access to one with the browser specification below.

▼ Browser specifications (Use the latest version of each browser):

- Entry Form: Google Chrome, Mozilla Firefox, Safari (Mac only), Microsoft Edge
- Application Fee Payment Website: Google Chrome, Microsoft Edge, Mozilla Firefox, Safari (Mac only)

▼ Other requirements:

The latest version of Microsoft Office Excel is necessary for viewing and inputting the Application Form (Excel file). Do NOT use the 'Numbers' App (when using Mac) and/or internet browser when opening or filling in the Application Form because the information cannot be input/displayed correctly.

- 2) You need your email address to use for communication regarding the application. Ensure you have the email account you frequently check and keep it accessible until the admissions procedure is completed. When you set domain reception settings, make sure to change your setting to receive the emails from “@icu.ac.jp”.



Preparing Application Documents

2

Order for Transcript and Verification documents

Post Address: Graduate School Group, International Christian University
3-10-2, Osawa, Mitaka, Tokyo 181-8585, Japan
E-mail: gs-adm@icu.ac.jp

Download the designated forms; including the application forms and template of the recommendation letter, from ICU Website (<https://www.icu.ac.jp/en/admissions/gs/exam/>).
ADMISSIONS > Graduate School > Applying > Admissions Handbook / Designated Forms

1. Verifications and Transcript *Required

Request the applicant's institution to issue and send their verification of (prospective) graduation and official transcript to ICU Graduate School online. In principle, documents should be submitted online. If the institution does not issue in digital media, request them to send in sent to the documents by postal mail to the above "mailing address". It may take some time to send by postal mail, so it is advisable to make arrangements one month before the application period.

2. English Proficiency Documents (TOEIC) *When Applicable

Request the ETS (Educational Testing Service) to send the applicant's score directly to the ICU Graduate School. The scores for test taken within two years before the application end date are acceptable. Posting may take time and it is desirable to request at least one month before the due date.

Online submissions of TOEIC Score through the Score Confirmation Service in Secure Program* provided by IIBC (the Institute for International Business Communication) is also accepted. *This service is only available for applicants who have taken TOEIC in Japan.

3. Letter of Recommendation *Optional

Please ask the recommender to send the recommendation letter directly to ICU Graduate School by e-mail.

4. Letter of Consent of a Faculty to be Research Advisor on Acceptance *Required for Doctoral & Kenkyusei

Applicants for Doctoral Course and Master's Course *Kenkyusei* must contact the desired ICU Faculty and request this letter to be send directly to ICU Graduate School by e-mail.

5. Results of GRE and other graduate school admissions standardized tests *Optional

Please ask the test institute to send the recommendation letter directly to ICU Graduate School or notice online or e-mail. ETS Registration code:0860 (Graduate School)

< NOTE >

Application documents will not be returned / cannot be changed once they are submitted. Application will not be accepted if applicants fail to submit any of the required application documents. Application documents for submission by postal mail must reach ICU GSG by the deadline.

**Preparing Application Documents**

3 Preparing Application Documents

1. Preparing Application Documents for “Entry Form”

Prepare the required application documents instructed in this Admissions Handbook.

Download Application Form and other designated forms from ICU website

<https://www.icu.ac.jp/en/admissions/gs/exam/> (click “Admissions Handbook / Designated Forms”) and fill it out, save it on the applicants' computer

- 1) Research Plan and its summary (PDF) *Required
- 2) Application Form (Excel) *Required
- 3) Applicant's portrait photo (jpg or png) *Required
- 4) Copy of passport (jpg or png) *When applicable
- 5) Senior thesis / Master's thesis (PDF) *Required
- 6) English Proficiency Documents (TOEFL or IELTS) *When applicable
- 7) Copy of “Payment Complete” page (After completing the payment) *Required
- 8) Application Documents Checklist (PDF) *Required

2. Preparing Application Documents for “ICU Torch Relay Graduate School Scholarship for New Students” *Optional

- 1) Application Form for the Scholarship for New Students (PDF) *Required when applying
- 2) Income Verification such as tax return certificate *Required when applying

3. Preparing Application Documents for “IB Teacher Advanced Certification Program” *IB Applicants only

- 1) Document Certifying Teaching Experience (PDF) *Required
- 2) Teacher Certificate or an Equivalent Qualification (PDF) *Required
- 3) List of Achievements regarding Educational Research and Implementation (PDF) *Optional

〈 Important Notes for inputting and saving the Application Form 〉

Use Microsoft Office Excel when opening and filling the designated Application Form.

Do NOT use the 'Preview' App (when using Mac) and/or internet browser when opening/filling in the Application Form.

Use only single-byte characters for input, unless otherwise instructed (most sections must be filled out with alphabets and numbers only). Characters/letters that are not supported may not be displayed correctly on the Application Form. See “Application Form Sample” when inputting Application Form.



Online Entry and Payment

4 Payment of Application Fee

Access 

URL: <https://www.icu.ac.jp/en/admissions/gs/exam/>

Open “How to Apply” and access “Application Fee Payment Website” within the Application period. Make sure to complete the following procedures from 10:00 JST on day 1 to 17:00 JST on the final day of the application period.

1. Pay Application Fee

- 1) Access “Application Fee Payment Website” (available only within application period) on the URL above.
- 2) Click “Examination Fee”. If you agree with “Terms of Use and Personal Information Management”, click “Agree” button.
- 3) On “School Selection” page, select “International Christian University (Graduate School).”
- 4) Follow the instructions and complete the payment by credit card.
- 5) See p.35 for details of application fee. Administrative fee will also be charged per application.
- 6) After completing the payment, click “Print this page” button and print out or save a screenshot of the “Payment Complete” page for your record.

〈 NOTE 〉

When applicants wish to apply for multiple courses, prepare each set of the application documents required for each course, and complete all procedures (online entry, application fee payment, and request for transcript & verification documents) respectively.



“Online Entry Form and Submitting Application Documents”


 Access

URL: <https://www.icu.ac.jp/en/admissions/gs/exam/>

Open "How to Apply" and access "Entry Form."
within the Application Period. Ensure to complete the following procedures
from 10:00 JST on day 1 to 17:00 JST on the final day of the application period.

1. Submit "Entry Form" and Documents for Online Submission

- 1) Access "Entry Form" (available only within the application period) of the URL above.
- 2) Follow the instructions and input the necessary information.
- 3) Follow the instructions and upload all the Application Documents for Online Submission.
- 4) Input answers for questionnaires.
- 5) After you have input all necessary information and uploaded the necessary files, click on "確認画面へ"
- 6) Check if all information is correct, then click on "送信する".
- 7) To revise the information, click "戻る" to go back to the previous page.
 - * The text "入力内容をご確認ください" in red will appear on this page when there is any correction necessary the input. Correct the information according to the input error in the fields colored in red.
- 8) Submission is complete when you see the message "Your entry form has been submitted."

2. Submit "Apply for ICU Torch Relay Graduate School Scholarship for New Students" *Optional

Follow the same procedure as above to submit the required documents for the "ICU Torch Relay Graduate School Scholarship for New Students" Application Form".

3. Submit "Apply for the IB Teacher Advanced Certification Program" *IB Applicants only

Follow the same procedure as above to submit the required documents for the "IB Teacher Advanced Certification Program".

〈 NOTE 〉

Make sure to complete all steps instructed above by 17:00 (JST) on the final day of the application period.
Application will NOT be accepted if any of the steps are not completed by the deadline. Delayed submission or submission by hand to the office of ICU GSG is NOT acceptable.

After the application is accepted

The application is accepted after all procedures instructed above are completed by the deadline and after ICU GSG admissions staff confirms all of the required documents are submitted. Confirmation of the documents by ICU GSG may take time.

The application number will be notified to applicants with the notification of the application completion about two to four weeks after the deadline by email.

Inquiries about ICU Graduate School Admissions

Graduate School Group, International Christian University Tel. +81 422 33 3231

【Office Hour】 9:30-11:45 / 12:45-16:30 Weekdays (except Sat, Sun, Public and University holidays)

*Refer also to ICU website "Applying" page (<https://www.icu.ac.jp/en/admissions/gs/exam/>).

VI. Application Procedure

A. Master's Course REGULAR STUDENTS

1. Eligibility

Applicants must fulfill ONE of the following conditions.

AY2024 April Admission	AY2024 September Admission
(1) Those who have graduated or expect to graduate from the university designated under Article 83 of the School Education Act of Japan by March 31, 2024.	(1) Those who have graduated or expect to graduate from the university designated under Article 83 of the School Education Act of Japan by August 31, 2024.
(2) Those who have been granted or expect to be granted a Bachelor's degree from the NIAD-QE (National Institution for Academic Degrees and Quality Enhancement of Higher Education) by March 31, 2024.	(2) Those who have been granted or expect to be granted a Bachelor's degree from the NIAD-QE (National Institution for Academic Degrees and Quality Enhancement of Higher Education) by August 31, 2024.
(3) Those who have completed or expect to complete 16 years of school education outside Japan by March 31, 2024.	(3) Those who have completed or expect to complete 16 years of school education outside Japan by August 31, 2024.
(4) Those who have completed or expect to complete 16 years of school education within Japan through correspondence courses offered by an overseas school by March 31, 2024.	(4) Those who have completed or expect to complete 16 years of school education within Japan through correspondence courses offered by an overseas school by August 31, 2024.
(5) Those who have completed or expect to complete courses at an educational institution in Japan that is deemed to have courses offered by an overseas university according to the educational system of that country, and have also been or are expected to be designated by the Minister of Education, Culture, Sports, Science and Technology (The applicants are required to have completed 16 years of school education in that country) by March 31, 2024.	(5) Those who have completed or expect to complete courses at an educational institution in Japan that is deemed to have courses offered by an overseas university according to the educational system of that country, and have also been or are expected to be designated by the Minister of Education, Culture, Sports, Science and Technology (The applicants are required to have completed 16 years of school education in that country) by August 31, 2024.
(6) Those who have completed or expect to complete 3 years or more of program at universities or equivalent education institutions in countries other than Japan and awarded an overseas degree equivalent to bachelor's degree by March 31, 2024.	(6) Those who have completed or expect to complete 3 years or more of program at universities or equivalent education institutions in countries other than Japan and awarded an overseas degree equivalent to bachelor's degree by August 31, 2024.
(7) Those who have completed specialized courses at an advanced vocational school, designated by the Minister of Education, Culture, Sports, Science and Technology, Japan (requiring a minimum period of four years or longer for graduation, and satisfying other conditions specified by the Minister), after the date specified by the Minister.	(7) Those who have completed specialized courses offered at an advanced vocational school, designated by the Minister of Education, Culture, Sports, Science and Technology, Japan (requiring a minimum period of four years or longer for graduation, and also satisfying other conditions specified by the Minister), after the date specified by the Minister.
(8) Those designated by the Minister of Education, Culture, Sports, Science and Technology, Japan.	(8) Those designated by the Minister of Education, Culture, Sports, Science and Technology, Japan.
(9) Those who have been admitted to some other graduate school according to the School Education Act and have been recognized as deserving of education at the ICU Graduate School.	(9) Those who have been admitted to some other graduate school according to the School Education Act and have been recognized as deserving of education at the ICU Graduate School.
(10) Those who have attended university for more than three years at the end of the application year and are recognized by the ICU Graduate School to have attained the prerequisite credits with excellent academic performance. The applicants should meet the following requirements: i. They must have completed three years of study (excluding leave of absence) by March 31, 2024. ii. They are expected to attain more than 110 credits by March 31, 2024. (Courses should be chiefly related to the field chosen by the applicant for study at the ICU Graduate School.) iii. They must submit a letter of recommendation for admission from their university professor with regard to this qualification.	(10) Those who have attended university for more than three years at the end of the application year and are recognized by the ICU Graduate School to have attained the prerequisite credits with excellent academic performance. The applicants should meet the following requirements: i. They must have completed three years of study (excluding leave of absence) by August 31, 2024. ii. They are expected to attain more than 110 credits by August 31, 2024. (Courses should be chiefly related to the field chosen by the applicant for study at the ICU Graduate School.) iii. They must submit a letter of recommendation for admission from their university professor with regard to this qualification.
(11) Those who have been recognized via individual screening at the ICU Graduate School to have the equivalent or higher level of academic ability than the average university graduate, and have reached the age of 22. This includes those who will be 22 by March 31, 2024. Applicants must submit the required documents by no later than June 16, 2023 for Autumn Selection and October 3, 2023 for Spring Selection to confirm application eligibility.	(11) Those who have been recognized via individual screening at the ICU Graduate School to have the equivalent or higher level of academic ability than the average university graduate, and have reached the age of 22. This includes those who will be 22 by August 31, 2024. Applicants must submit the required application documents by no later than January 9, 2024 to confirm eligibility.

For applicants who wish to participate in IB Teacher Advanced Certification Program, refer to p.19.

For applicants from overseas, also refer to p.36.

2. Procedures

Application procedures and results notification will be done through online. Follow the instructions below to complete the necessary procedures within the deadline for each step. For details of the steps to follow, see p. 7. The application documents need to be submitted by either of the following method; 1) submission directly from the third party and 2) submission from the applicant.

1. Request the respective institution/person to send Application Documents to be Sent Directly from the Third Party. Be sure to have them reach ICU GSG by the deadline (requests are recommended two months in advance of the application period).
2. Complete the application fee payment within the application period through the "Application Fee Payment Website."
3. Access "Entry Form for Regular Students" within the application period, input all necessary information, and upload all required documents.

*When applicants wish to apply for multiple courses, prepare each set of the application documents required for each course and complete all procedures, respectively.

- ✓ Submit Application Documents for Online Submission respectively for each course you wish to apply and complete the payment respectively.
- ✓ As for Application Documents to be Sent Directly from the Third Party, request the documents necessary for each course respectively.

3. Required Documents

- Submit your application documents by following the instructions below during the designated period.
- All forms are available on the ICU website <https://www.icu.ac.jp/en/admissions/gs/exam/> (Click "Admissions Handbook / Designated Forms").
- ICU GSG will not accept any submission of Application documents by hand.
- The application will not be accepted if applicants fail to submit any of the required documents.
- Application documents will not be returned / cannot be changed once they are submitted.

1) Submission directly from the third party

Request the respective institution/person to send the following documents to ICU Graduate School.

Method of submission for documents directly from the third party

Submission by online

Documents in digital format are to be sent directly from the issuing institution to the following email of ICU Graduate School.

(Please note that submission of these documents from the applicants is not acceptable.)

Submission by post mail

The document in paper copy are to be sent directly from the issuing institution to the following mailing address of ICU Graduate School, if the institution does not issue in digital format.

Email: gs-adm@icu.ac.jp

Mailing address: Graduate School Group, International Christian University
3-10-2, Osawa, Mitaka, Tokyo 181-8585, Japan

(1) Official University Transcript in English (PDF or any digital media issued by school officials) *REQUIRED

- Applicants are required to send transcripts from all the institutions they have enrolled in, including institutions they have transferred to/from and institutions they have attended as an exchange student.
- The transcript issued within 3 months from the application end date (transcript issued more than 3 months ago is acceptable if the applicant already graduated from the issuing school).

- The issued transcript must be sealed in an envelope without opening (the issuing school encloses it in an envelope, glues the flap closed, and affixes its official seal or stamp). The submission is not acceptable if it is not enclosed in an envelope or if it is the envelope is opened.
- Read also "1. Supplemental Information Regarding Application Documents" on p.34.

(2) Certificate/Verification of (Prospective) Graduation in English (PDF or any digital media issued by school officials) *REQUIRED

- The certificate must be issued within 3 months from the application end date (certificate issued more than 3 months ago is acceptable if an applicant already graduated from the issuing school).
- The certificate must be submitted in sealed envelope without opening (the issuing school encloses it in an envelope, glues the flap closed and affixes their official seal or stamp). It will be deemed invalid if it is not enclosed in an envelope or enclosed in an opened envelope.
- Certificate must clearly show the year/month/date of (prospective) graduation and the (expected) degree conferred. If the degree name is not shown on the graduation certificate, the degree certificate needs to be submitted additionally.
- Year/month/date of (prospective) graduation must meet the application eligibility specified on p.12. It must be the date before March 31, 2024 (for April Admission) or August 31, 2024 (for September Admission). (Successful applicants who applied before completing their degree will be required to submit the graduation certificate later and, if the date appeared on it does not meet this requirement, their enrollment in ICU will be cancelled.)
- Read also "1. Supplemental Information Regarding Application Documents" on p.34.

(Note) Submit the documents below if applicants fall under the following categories:

- ◆ Applicants falling under (2) in Eligibility on p.12 (Those granted or expect to be granted a Bachelor's degree from NIAD-QE):
 - A. Degree Certificate
 - B. The following documents, if not granted when applying:
 - Certification of expected completion of *Senko-ka* at a junior college or technical college attended by applicants
 - Testimonial by the President of a junior/ technical college attended by applicants stating that he/she plans to apply for a Bachelor's degree. If NIAD-QE has already accepted the application for a Bachelor's degree, testimonial to that effect will suffice.
- ◆ Applicants falling under (10) in Eligibility (Those who have attended university for more than three years...) on p.12:
 - A. English transcripts issued within a month from the application period
 - B. List of courses taken and credits acquired. Either a duplicate of the course registration or a format-free list signed by applicants will suffice.

For those who cannot submit as specified

If the institution cannot issue the document in English, cannot send the document directly to ICU, or does not issue the respective document, applicants are to submit the document as specified on "Supplemental Information Regarding Application Documents" of p. 34 "D. Common Information."

(3) English Proficiency documents (TOEIC) * WHEN APPLICABLE

Submit TOEIC official test scores directly from the test-conducting institution to the ICU Graduate School. Online submissions of TOEIC Score through the Score Confirmation Service in Secure Program* provided by IIBC (the Institute for International Business Communication) is also accepted. *This service is only available for applicants who have taken TOEIC in Japan. For information about requests for scores, see "3. Requesting Official Scores of the English Proficiency Test (TOEIC)" on p.35.

It is recommended to request delivery well in advance. Scores delivered before the application period can also be

accepted.

When submitting online: After completing the procedures of the Score Confirmation Service in Secure Program, submit a copy of "Official Score Certificate" via Entry Form.

(NOTE) TOEIC IP (Institutional Program) will NOT be accepted.

Submission is not required if applicants fall under the following categories:

- Applicants' native language is English.
- Applicants have completed (or are expected to complete) their undergraduate course / master's course where the language of instruction is English. In case the official language of the country in which the applicant attended the school is not English, it is required to submit an official document written and sealed by school officials to certify that the language of instruction was English.

Matters to note when requesting the official test score:

- The scores for test taken more than two years before the application end date are deemed invalid.
- Only TOEIC Listening & Reading Test score is accepted. TOEIC Speaking & Writing Test score is not required.
- Official scores for TOEIC taken within Japan can be directly sent to ICU Graduate School, but the scores for TOEIC taken in other countries may not be able to be sent to ICU Graduate School, so please contact and check with the test-conducting institution where you took TOEIC. Choose TOEFL or IELTS scores for application if they cannot send your scores directly to ICU Graduate School.

(4) Letter of Recommendation *OPTIONAL

- Request the recommender who knows the applicant's academic ability, research ability, and future potential to send the letter directly to the graduate school by e-mail (address: gs-adm@icu.ac.jp).
- Typed in A4-size (free format).
- The form can be downloaded from the following ICU website: <https://www.icu.ac.jp/en/admissions/gs/exam/> (click "Admissions Handbook / Designated Forms").

(5) Results of GRE and other graduate school admissions standardized tests *OPTIONAL

2) Submission from the applicant

Submit the following documents via "Entry Form for Regular Students" on ICU Graduate School Admissions website.

<https://www.icu.ac.jp/en/admissions/gs/exam/>

The total file size of all following documents should not exceed 10MB.

(1) Application Form (Excel) *REQUIRED

- Download Application Form from ICU website <https://www.icu.ac.jp/en/admissions/gs/exam/> (Click "Admissions Handbook / Designated Forms") and input necessary information.

(2) Portrait photo (jpg or png) *REQUIRED

Prepare a portrait photo of the applicant that meets the following conditions.

- Both Color/Black & White are acceptable
- Taken within the last 3 months
- No other person should be in the photo
- Taken in full-face view directly facing the camera, no hats, against a plain white background
- Taken in free of shadows
- Clear as passport quality
- Not using a photo retouching

(3) Research Plan with English Summary (PDF) *REQUIRED

- A research plan is important in the screening process. It should include the research topic, objective, background, method, and significance in as much detail as possible. Both the research plan and the summary must have a cover page attached. The format of the cover page can be downloaded from the following ICU website. Create a cover by using the format. <https://www.icu.ac.jp/en/admissions/gs/exam/> (click "Admissions

Handbook / Designated Forms")

- Research Plan with a cover page: Typed in A4-size (free format), PDF file; maximum length is 4,000 characters in Japanese, or 3,000 words in English, excluding bibliography.
- Summary with a cover page: Typed in A4-size (free format), PDF file; maximum length is 1,000 words in English.

Note: Submission of a Japanese Summary of the research plan is optional. When submitting, attach a cover accordingly as well

(4) Passport Copy (PDF or digital photo) *WHEN APPLICABLE

- Non-Japanese applicants must submit a copy of the passport (all pages describing personal information and, if the applicant has ever been to Japan, the pages containing Japanese entry and departure stamps).
- Japanese applicants who currently reside outside of Japan must submit a copy of the passport page with an entry/departure stamp that certifies that they currently reside outside of Japan.

(5) Copy of Senior Thesis with English Summary (PDF) *REQUIRED

Each paper must have a cover page. The formats are available from the following ICU website. Create a cover by using these formats. The thesis must be a copy in a PDF file.

<https://www.icu.ac.jp/en/admissions/gs/exam/> (click "Admissions Handbook / Designated Forms")

- A copy of senior thesis
- A copy of an English summary of the senior thesis (A4 size, Maximum 1,500 words)

*If the applicant's senior thesis is in a language other than Japanese or English, submit the following:

- A copy of senior thesis written in the original language
- A copy of English summary of the senior thesis that outlines the content of the thesis in sufficient detail (A4 size, approx. 1,500 words)

【Applicants who cannot submit a senior thesis must submit an alternative paper as per below instructions】

◆ When the applicant was not required to write a senior thesis:

- A copy of an alternative academic paper (in English or Japanese)
*Term paper/class report is also acceptable. A new paper or thesis written specifically for the application is acceptable, but that cannot be the same paper as the Research Plan specified in 2)(3).
- A copy of an English summary of the alternative academic paper (A4 size, Maximum 1,500 words)

◆ When the applicant has not completed a senior thesis yet:

*Not applicable when applicants have already graduated

- A copy of an English summary of a senior thesis in preparation (A4 size, Maximum 1,500 words)
- (Optional) A copy of the senior thesis in preparation

(6) English Proficiency documents (TOEFL/IELTS) *WHEN APPLICABLE

TOEFL

- Input Appointment Number on the Entry Form and submit a copy of "Test Taker Score Report".
- The scores for test taken more than two years before the application end date are deemed invalid.
- TOEFL iBT Home Edition is accepted.

(Note) TOEFL ITP (Institutional Testing Program) will NOT be accepted.

IELTS

- Input TRF (Test Report Form) Number on the Entry Form and submit a copy of "Test Report Form".
- The scores for test taken more than two years before the application end date are deemed invalid.

(Note) IELTS General Training module will NOT be accepted.

Submission is not required if applicants fall under the following categories:

- Applicants' native language is English.
- Applicants have completed (or are expected to complete) their undergraduate course / master's course where the language of instruction is English. In case the official language of the country in which the applicant

attended the school is not English, it is required to submit an official document written and sealed by school officials to certify that the language of instruction was English.

(7) Copy of “Payment Complete” page (PDF) *REQUIRED

- After completing the payment through “Application Fee Payment Website”, click “Print this page”, and save as a PDF file to submit. Screenshot of the page is also accepted.

(8) Application Document Check list (PDF) *REQUIRED

- Access the ICU website <https://www.icu.ac.jp/en/admissions/gs/exam/> and click “Admissions Handbook / Designated Forms” to download the checklist.

(Note) Application documents required for applicants falling under category (11) in Eligibility on p. 12 are specified after the screening for eligibility confirmation.

➡ **Read also “D. Common Information” on p. 34.**

➡ **See p. 40 for detailed information on “ICU Torch Relay Graduate School Scholarship for New Students.”**

4. Entrance Procedure

Accepted applicants are required to complete the entrance procedure by following the instructions below within the specified deadlines. Entrance procedure documents will be sent or emailed after the announcement of decisions. Refer to the entrance procedure booklet or "Entrance Procedure Website", which will be notified to accepted applicants.

Admissions Type	AY2024 April Admission	
	Autumn Selection	Spring Selection
Deadline for Entrance Procedures	2023/11/17(Fri) Must be posted on or before this date	2024/3/8 (Fri) Must be posted on or before this date
Necessary Documents and Fees for Entrance Procedures	1. Submission of "Good Conduct Surety" and other admission documents 2. Payment of matriculation fee or admission fee 3. Payment of tuition and facilities fees for one term of the first academic year	
Deadline for Submission of Certificate of Graduation	2024/4/8 (Mon)	
	1. Those who applied to ICU <u>BEFORE</u> completing their degree are required to submit an official certificate of graduation to Graduate School Group. (Not required for graduates of ICU) 2. For applicants falling under (10) in Eligibility for Master's course (Those who have attended university for more than three years...) on p.12: i. Certificate of Withdrawal (proving a Bachelor's degree cannot be obtained from the university they currently attend) ii. Transcripts (Not required for CLA students of ICU)	
Deadline for Decline of Enrollment	2024/3/31 (Sun)	
	When accepted applicants decline enrollment after going through admission procedures, the one-term tuition and facilities fees paid for the first academic year (excluding matriculation fee/admission fee) will be refunded. For details, please refer to the "Regarding Enrollment Withdrawal / Refund of tuition and Facilities Fees" section of the booklet or website.	

Admissions Type	AY2024 September Admission	
	Autumn Selection	Spring Selection
Deadline for Entrance Procedures	2024/6/14 (Fri) Submission of required documents and payment of matriculation or admission fee	2024/8/9 (Fri) Payment of tuition and facilities fees for one term of the first academic year
	[Note] Accepted non-Japanese applicants who reside outside Japan: 2024/5/31 (Fri) Submission of application for Certificate of Eligibility 2024/6/14 (Fri) Submission of required documents and payment of matriculation or admission fee 2024/8/9 (Fri) Payment of tuition and facilities fees for one term of the first academic year	
Necessary Documents and Fees for Entrance Procedures	1. Submission of "Good Conduct Surety" and other admission documents 2. Payment of matriculation or admission fee 3. Payment of tuition and facilities fees for one term of the first academic year	
Deadline for Submission of Certificate of Graduation	2024/8/16 (Fri)	
	1. Those who applied to ICU <u>BEFORE</u> completing their degree are required to submit an official certificate of graduation to Graduate School Group. (Not required for graduates of ICU) 2. For applicants falling under (10) in Eligibility for Master's Course (Those who have attended university for more than three years...) on p.12: i. Certificate of Withdrawal (proving a Bachelor's degree cannot be obtained from the university they currently attend) ii. Transcripts (Not required for CLA students of ICU)	
Deadline for Decline of Enrollment	2024/8/31 (Sat)	
	When accepted applicants decline enrollment after going through admission procedures, the one-term tuition and facilities fees paid for the first academic year (excluding matriculation fee/admission fee) will be refunded. For details, please refer to "Regarding Enrollment Withdrawal / Refund of tuition and Facilities Fees" section of the booklet or website.	

5. Auditors

For information about auditors, please inquire at the Educational Affairs Group (TEL: +81 (0)422 33 3054).

6. IB Teacher Advanced Certification Program

IB Teacher Advanced Certification Program is a certification program in ICU which is corresponding to 'IB advanced certificate in teaching and learning research (ACTLR)' for the International Baccalaureate (IB) targeted for those who have teaching experience in IB World Schools. Those who wish to participate in this program must be accepted and enrolled in the master's course of ICU Graduate School as regular student. When the participants meet the requirements (such as the completion of the required courses, submission of master's thesis with a research theme related to IB, and conferral of the master's degree) and complete the program, they are eligible to apply for the IB Advanced Certificate in Teaching and Learning Research (ACTLR) certified by International Baccalaureate Organization (IBO).

Those who wish to participate in 'IB Teacher Certification Program,' which is corresponding to 'IB certificate in teaching and learning (CTL),' are not required to submit any additional documents other than the application documents required for the master's course regular student. However, please note that it is prerequisite for those who wish to participate in this program to acquire a national teacher certificate by the end of the master's course. Furthermore, for those who do not have a teacher certificate or an equivalent qualification, it would be almost impossible to obtain enough credits for the Japanese national teacher certificate in two years, which is the standard study period of the master's course of ICU. (Additionally, almost native-level of Japanese language capability is required in order to obtain the Japanese national teacher certificate.)

1. Eligibility

Applicants must fulfill a), b), and c).

- (a) Those who fulfill one of the eligibility conditions of Master's course regular students (specified on p.12). However, those need to have already graduated from the schools stated in the respective items of the conditions (prospective graduation is not eligible).
- (b) Those who have / are expected to have the teaching experience for more than three years in total* as teaching staff in IB World Schools by March 31, 2024 (for April Admission) or by August 31, 2024 (for September Admission).
*The period of leave cannot be included in the total year of experience. However, the period of teaching as part-time teacher can be included in the total year of experience.
- (c) Those who have a teaching certificate or an equivalent qualification in Japan or in another country.

2. Admission Screening and Schedule

Follow the Admissions Schedule on p. 6.

3. Procedures

Follow the procedures for Master's Course Regular Students (Refer to p.13). For details of the steps to follow, see p.7.

4. Required Documents

- Submit your application documents by following the instructions below during the designated period.
- All forms are available on ICU website <https://www.icu.ac.jp/en/admissions/gs/exam/>
(See "Admissions Handbook / Designated Forms").
- ICU GSG will not accept any submission of Application documents by hand.
- Application will not be accepted if applicants fail to submit any of the required documents.
- Application documents will not be returned / cannot be changed once they are submitted.

1) Submission directly from the third party

Request the respective institution/person to send the following documents to ICU Graduate School.

Designated forms are available from the following ICU website. <https://www.icu.ac.jp/en/admissions/gs/exam/>

Method of submission for documents directly from the third party

Submission by online

Documents in digital format are to be sent directly from the issuing institution to the following email of ICU Graduate School. (*continue to next page*)

(Submission from the applicant himself is not acceptable.)

Submission by post mail

The document in paper copy are to be sent directly from the issuing institution to the following mailing address of ICU Graduate School, if the institution does not issue in digital format.

Email: gs-adm@icu.ac.jp

Mailing address: Graduate School Group, International Christian University
3-10-2, Osawa, Mitaka, Tokyo 181-8585, Japan

(1) Official University Transcript in English (PDF or any digital media issued by school officials) *REQUIRED

- Applicants are required to send transcripts from all the institutions they have enrolled in, including institutions they have transferred to/from, and institutions they have attended as an exchange student.
- Transcript must be issued within 3 months from the application end date (transcript issued more than 3 months ago is acceptable if applicant already graduated from the issuing school).
- Read also “1. Supplemental Information Regarding Application Documents” on p.34.

(2) Certificate/Verification of (Prospective) Graduation in English (PDF or any digital media issued by school officials) *REQUIRED

- Certificate must be issued within 3 months from the application end date (certificate issued more than 3 months ago is acceptable if applicant already graduated from the issuing school).
- Certificate must clearly show the year/month/date of (prospective) graduation and the (expected) degree conferred. If the degree name is not shown on the graduation certificate, the degree certificate needs to be submitted additionally.
- Year/month/date of (prospective) graduation must meet the application eligibility specified on p.12. It must be the date before March 31, 2024 (for April Admission) or August 31, 2024 (for September Admission). (Successful applicants who applied before completing their degree will be required to submit the graduation certificate later and, if the date appeared on it does not meet this requirement, their enrollment in ICU will be cancelled.)
- Read also “1. Supplemental Information Regarding Application Documents” on p.34.

(Note) Submit the documents below if applicants fall under the following categories:

- ◆ Applicants falling under (2) in Eligibility on p.12 (Those granted or expect to be granted a Bachelor's degree from NIAD-QE):
 - A. Degree Certificate
 - B. The following documents, if not granted when applying:
 - Certification of expected completion of *Senko-ka* at a junior college or technical college attended by applicants
 - Testimonial by the President of a junior/ technical college attended by applicants stating that he/she plans to apply for a Bachelor's degree. If NIAD-QE has already accepted the application for a Bachelor's degree, testimonial to that effect will suffice.
- ◆ Applicants falling under (10) in Eligibility (Those who have attended university for more than three years...) on p.12:
 - A. English transcripts issued within a month from the application period
 - B. List of courses taken and credits acquired. Either a duplicate of the course registration or a format-free list signed by applicants will suffice.

For those who cannot submit as specified

If the institution cannot issue the document in English, cannot send the document directly to ICU, or does not issue the respective document, applicants are to submit the document as specified on “Supplemental Information Regarding Application Documents” of p. 34 “D. Common Information.”

(3) Document certifying teaching experience for more than three years in total as teaching staff in IB World Schools *REQUIRED

- A document that proves the applicant's previous employment as an IB teacher for over 3 years such as a letter written by the employer (IB World School), a copy of employment agreement, etc. If the document is written in a language other than Japanese or English, follow the instructions specified in "D. Common Information" on p.34.

(4) English Proficiency documents (TOEIC) *WHEN APPLICABLE

Submit TOEIC official test score directly from the test-conducting institution to the ICU Graduate School. Online submissions of TOEIC Score through the Score Confirmation Service in Secure Program* provided by IIBC (the Institute for International Business Communication) is also accepted. *This service is only available for applicants who have taken TOEIC in Japan. For information about request for scores, see "3. Requesting Official Scores of the English Proficiency Test (TOEIC)" on p.35.

It is recommended to request delivery well in advance. Scores delivered before the application period can also be accepted.

When submitting online: After completing the procedures of the Score Confirmation Service in Secure Program, submit a copy of "Official Score Certificate" via Entry Form.

(NOTE) TOEIC IP (Institutional Program) will NOT be accepted.

Submission is not required if applicants fall under the following categories:

- Applicants' native language is English.
- Applicants have completed (or are expected to complete) their undergraduate course / master's course where the language of instruction is English. In case the official language of the country in which the applicant attended the school is not English, it is required to submit an official document written and sealed by school officials to certify that the language of instruction was English.

Matters to note when requesting the official test score:

- The scores for test(s) taken more than two years before the application end date are deemed invalid.
- Only TOEIC Listening & Reading Test score is accepted. TOEIC Speaking & Writing Test score is not required.
- Official scores for TOEIC taken within Japan can be directly sent to ICU Graduate School, but the scores for TOEIC taken in other countries may not be able to be sent to ICU Graduate School, so please contact and check with the test-conducting institution where you took TOEIC. Choose TOEFL or IELTS scores for application if they cannot send your scores directly to ICU Graduate School.

(5) Letter of Recommendation from the advisor at the university/college the applicant attended, or from a senior teacher at IB World Schools where the applicant has worked as a teacher (PDF) *OPTIONAL

- Request the recommender who knows the applicant's academic ability, research ability, and future potential to send the letter directly to the graduate school by e-mail (address: gs-adm@icu.ac.jp).
- Typed in A4-size (free format).
- The form can be downloaded from the following ICU website: <https://www.icu.ac.jp/en/admissions/gs/exam/> (See "Admissions Handbook / Designated Forms").

(6) Results of GRE and other graduate school admissions standardized tests *OPTIONAL**2) Submission from the applicant**

Submit the following documents via "Entry Form for Regular Students" on ICU Graduate School Admissions website <https://www.icu.ac.jp/en/admissions/gs/exam/>

The total file size of all following documents should not exceed 10MB.

(1) Application Form (Excel) *REQUIRED

- Download Application Form from ICU website <https://www.icu.ac.jp/en/admissions/gs/exam/> (Click "Admissions Handbook / Designated Forms") and input necessary information.

(2) Portrait photo (jpg or png) *REQUIRED

Prepare portrait photo of the applicant that meets the following conditions.

- Both Color/Black & White are acceptable
- Taken within the last 3 months
- No other person should be in the photo
- Taken in full-face view directly facing the camera, no hats, against a plain white background
- Taken in free of shadows
- Clear as passport quality
- Not using a photo retouching

(3) Research Plan with English Summary (PDF) *REQUIRED

- Research plan is important in the screening process. It should include the research topic, objective, background, method and significance in as much detail as possible. Both the research plan and the summary must have a cover page attached. The format of the cover page can be downloaded from the following ICU website. Create a cover by using the format. <https://www.icu.ac.jp/en/admissions/gs/exam/> (click "Admissions Handbook / Designated Forms")
 - Research Plan with cover page: Typed in A4-size (free format), PDF file, Maximum length is 4,000 characters in Japanese, or 3,000 words in English, excluding bibliography.
 - Summary with cover page: Typed in A4-size (free format), PDF file, Maximum length is 1,000 words in English.
- Note:
Submission of a Japanese Summary of the research plan is optional. When submitting, attach a cover accordingly as well

(4) Passport Copy (PDF or digital photo) *WHEN APPLICABLE

- Non-Japanese applicants must submit a copy of the passport (all pages describing personal information and, if the applicant has ever been to Japan, the pages containing Japanese entry and departure stamps).
- Japanese applicants who currently reside outside of Japan must submit a copy of the passport page with an entry/departure stamp that certifies that they currently reside outside of Japan.

(5) Copy of Academic Paper with English Summary (PDF) *REQUIRED

Each paper must have a cover page. The format can be downloaded from the following ICU website. Create a cover by using the format. The paper must be a copy in PDF file.

<https://www.icu.ac.jp/en/admissions/gs/exam/> (click "Admissions Handbook / Designated Forms")

- **A copy of academic paper**
- **A copy of an English summary of academic paper** (A4 size, Maximum 1,500 words)

In case the applicant does not have an academic paper, submit the following:

- **A copy of senior thesis**
- **A copy of an English summary of senior thesis** (A4 size, Maximum 1,500 words)

*If the applicant's academic paper/thesis is in a language other than Japanese or English, submit the following:

- A copy of academic paper/thesis written in original language
- A copy of English summary of the academic paper/thesis that outlines the content of the paper/thesis in sufficient detail (A4 size, approx. 1,500 words)

(6) English Proficiency documents (TOEFL/IELTS) *WHEN APPLICABLE

TOEFL

- Input Appointment Number on the Entry Form and submit a copy of "Test Taker Score Report".
- The scores for test taken more than two years before the application end date are deemed invalid.
- TOEFL iBT Home Edition is accepted.

(Note) TOEFL ITP (Institutional Testing Program) will NOT be accepted.

IELTS

- Input TRF (Test Report Form) Number on the Entry Form and submit a copy of "Test Report Form".
- The scores for test taken more than two years before the application end date are deemed invalid.

(Note) IELTS General Training module will NOT be accepted.

Submission is not required if applicants fall under the following categories:

- Applicants' native language is English.
- Applicants have completed (or are expected to complete) their undergraduate course / master's course where the language of instruction is English. In case the official language of the country in which the applicant attended the school is not English, it is required to submit an official document written and sealed by school officials to certify that the language of instruction was English.

(7) Copy of "Payment Complete" page (PDF) *REQUIRED

- After completing the payment through "Application Fee Payment Website", click "Print this page", and save as a PDF file to submit. Screenshot of the page is also accepted.

(8) Application Document Check list (PDF) *REQUIRED

Access ICU website <https://www.icu.ac.jp/en/admissions/gs/exam/> and click "Admissions Handbook / Designated Forms" to download the check list.

Submit the following documents via "Apply for IB Teacher Advanced Certification Program" on ICU Graduate School Admissions website <https://www.icu.ac.jp/en/admissions/gs/exam/>

The total file size of all following document should not exceed 10MB.

(1) Resume (PDF) *REQUIRED

- A resume showing the applicant's work history including teaching experience written in Japanese or English. Typed in A4-size (free format).

(2) Copy of teacher certificate in Japan or another country or an equivalent qualification *REQUIRED

- A national teacher certificate or an equivalent official document. If the certificate/document is written in a language other than Japanese or English, follow the instructions specified in "D. Common Information" on p.34.

(3) List of achievements regarding educational research and implementation *OPTIONAL

- A list of achievements regarding educational research and implementation written in Japanese or English. Typed in A4-size (free format).

(Note) Application documents required for applicants falling under category (11) in Eligibility on p.12 will be specified after the screening for eligibility confirmation.

5. Entrance Procedure

Follow the procedure for Master's Course Regular Students (Refer to p.18).

➡ **Read also "D. Common Information" on p.34.**

➡ **See p. 40 for detailed information on "ICU Torch Relay Graduate School Scholarship for New Students."**

B. Doctoral Course REGULAR STUDENTS

1. Eligibility

Applicants must fulfill ONE of the following conditions.

AY2024 April Admission	AY2024 September Admission
(1) Those who possess or expect to possess a Master's or professional degree by March 31, 2024.	(1) Those who possess or expect to possess a Master's or professional degree by August 31, 2024.
(2) Those granted or expect to be granted a degree equivalent to a Master's or professional degree outside Japan by March 31, 2024.	(2) Those granted or expect to be granted a degree equivalent to a Master's or professional degree outside Japan by August 31, 2024.
(3) Those granted or expect to be granted a degree equivalent to a Master's or professional degree within Japan through correspondence courses offered by an overseas school by March 31, 2024.	(3) Those granted or expect to be granted a degree equivalent to a Master's or professional degree within Japan through correspondence courses offered by an overseas school by August 31, 2024.
(4) Those who have obtained or expect to obtain a degree equivalent to a Master's or professional degree through completion of courses offered at an educational institution in Japan that is deemed to have courses offered by an overseas graduate school according to the educational system of that country, and also have been or expect to be designated by the Minister of Education, Culture, Sports, Science and Technology, Japan by March 31, 2024.	(4) Those who have obtained or expect to obtain a degree equivalent to a Master's or professional degree through completion of courses offered at an educational institution in Japan that is deemed to have courses offered by an overseas graduate school according to the educational system of that country, and also have been designated or expect to be designated by the Minister of Education, Culture, Sports, Science and Technology, Japan by August 31, 2024.
(5) Those who have completed postgraduate programs and received a degree equivalent to a Master's Degree from United Nations University or those who are expected to receive such degree by March 31, 2024.	(5) Those who have completed postgraduate programs and received a degree equivalent to a Master's Degree from United Nations University or those who are expected to receive such degree by August 31, 2024.
(6) Those designated by the Minister of Education, Culture, Sports, Science, and Technology, Japan.	(6) Those designated by the Minister of Education, Culture, Sports, Science, and Technology, Japan.
(7) Those who have been recognized via individual screening at ICU Graduate School to have the equivalent or higher level of academic ability than the average Master's or Professional Degree recipient, and have reached the age of 24. This includes those who will be 24 by March 31, 2024. Applicants must submit the required documents by no later than June 16 2023 for Autumn Selection and October 3, 2023 for Spring Selection to confirm application eligibility.	(7) Those who have been recognized via individual screening at ICU Graduate School to have the equivalent or higher level of academic ability than the average Master's or Professional Degree recipient, and have reached the age of 24. This includes those who will be 24 by August 31, 2024. Applicants must submit the required application documents to the Graduate School by no later than January 9, 2024 for eligibility confirmation.

For applicants from overseas, also refer to p.36.

2. Procedures

Application procedures and results notification will be done through online. Follow the instructions below to complete the necessary procedures within the deadline for each step. For details of the steps to follow, see p.7. According to the procedures, application documents need to be submitted by either of the following method; 1) submission directly from the third party and 2) submission from the applicant.

1. Request the respective institution/person to send Application Documents to be Sent Directly from the Third Party. Be sure to have them reach ICU GSG by the deadline (it is recommended to request 2 months in advance of application period).
2. Complete the application fee payment within the application period through the "Application Fee Payment Website."
3. Access "Entry Form for Regular Students" within the application period, input all necessary information, and upload all required documents.

*When applicants wish to apply for multiple courses, prepare each set of the application documents required for each course and complete all procedures respectively.

- ✓ Submit Application Documents for Online Submission respectively for each course you wish to apply and complete the payment respectively.
- ✓ As for Application Documents to be Sent Directly from the Third Party, request the documents necessary for each course respectively.

3. Required Documents

- Submit your application documents by following the instructions below during the designated period.
- All forms are available on ICU website <https://www.icu.ac.jp/en/admissions/gs/exam/> (Click "Admissions Handbook / Designated Forms").
- ICU GSG will not accept any submission of Application documents by hand.
- Application will not be accepted if applicants fail to submit any of the required documents.
- Application documents will not be returned / cannot be changed once they are submitted.

1) Submission directly from the third party

Request the respective institution/person to send the following documents to ICU Graduate School.

Method of submission for documents directly from the third party

Submission by online

Documents in digital format are to be sent directly from the issuing institution to the following email of ICU Graduate School.

(Please note that submission of these documents from the applicants is not acceptable.)

Submission by post mail

The document in paper copy are to be sent directly from the issuing institution to the following mailing address of ICU Graduate School, if the institution does not issue in digital format.

Email: gs-adm@icu.ac.jp

Mailing address: Graduate School Group, International Christian University
3-10-2, Osawa, Mitaka, Tokyo 181-8585, Japan

(1) Master's Course Official Transcript in English ***REQUIRED**

- Applicants are required to send transcripts from all graduate schools they have enrolled to acquire a Master's degree, including schools they transferred to/from, and schools they attended as an exchange student.
- Transcript must be issued within 3 months from the application end date (transcript issued more than 3 months ago is acceptable if applicant already graduated from the issuing school).

- Transcript must be submitted in sealed envelope without opening (the issuing school encloses it in an envelope, glue the flap closed and affixes their official seal or stamp). It will be deemed invalid if it is not enclosed in an envelope or enclosed in an opened envelope.
- Read also “1. Supplemental Information Regarding Application Documents” on p.34.

(2) Certificate/Verification of (Prospective) Graduation for master’s degree in English (PDF or any digital media issued by school officials) *REQUIRED

- Certificate must be issued within 3 months from the application end date (certificate issued more than 3 months ago is acceptable if applicant already graduated from the issuing school).
- Certificate must clearly show the year/month/date of (prospective) graduation and the (expected) degree conferred. If the degree name is not shown on the graduation certificate, the degree certificate needs to be submitted additionally.
- Year/month/date of (prospective) graduation must meet the application eligibility specified on p.24. It must be the date before March 31, 2024 (for April Admission) or August 31, 2024 (for September Admission). (Successful applicants who applied before completing their degree will be required to submit the graduation certificate later and, if the date appeared on it does not meet this requirement, their enrollment in ICU will be cancelled.)
Read also “1. Supplemental Information Regarding Application Documents” on p.34.

For those who cannot submit as specified

If the institution cannot issue the document in English, cannot send the document directly to ICU, or does not issue the respective document, applicants are to submit the document as specified on “Supplemental Information Regarding Application Documents” of p. 34 “D. Common Information.”

(3) English Proficiency documents (TOEIC) * WHEN APPLICABLE

Submit TOEIC official test score directly from the test-conducting institution to the ICU Graduate School. Online submissions of TOEIC Score through the Score Confirmation Service in Secure Program* provided by IIBC (the Institute for International Business Communication) is also accepted. *This service is only available for applicants who have taken TOEIC in Japan. For information about request for scores, see “3. Requesting Official Scores of the English Proficiency Test (TOEIC)” on p.35.

It is recommended to request delivery well in advance. Scores delivered before the application period can also be accepted.

When submitting online: After completing the procedures of the Score Confirmation Service in Secure Program, submit a copy of “Official Score Certificate” via Entry Form.

(NOTE) TOEIC IP (Institutional Program) will NOT be accepted.

Submission is not required if applicants fall under the following categories:

- Applicants’ native language is English.
- Applicants have graduated (or are expected to graduate) master’s course at the ICU Graduate School.
- Applicants have completed (or are expected to complete) their undergraduate course / master’s course where the language of instruction is English. In case the official language of the country in which the applicant attended the school is not English, it is required to submit an official document written and sealed by school officials to certify that the language of instruction was English.

Matters to note when requesting the delivery of official test score:

- The scores for test taken more than two years before the application end date are deemed invalid.
- Only TOEIC Listening & Reading Test score is accepted. TOEIC Speaking & Writing Test score is not required.
- Official scores for TOEIC taken within Japan can be directly sent to ICU Graduate School, but the scores for TOEIC taken in other countries may not be able to be sent to ICU Graduate School, so please contact and check with the test-conducting institution where you took TOEIC. Choose TOEFL or IELTS scores for application if they cannot send your scores directly to ICU Graduate School.

(4) Letter of Consent of a Faculty to be Research Advisor on Acceptance (PDF) *REQUIRED

- Prior to application, applicants should talk to the ICU Doctoral Course faculty they seek as academic advisor at ICU to confirm they can study their desired field after they enroll. The faculty member's signature is required in the Letter of Consent. List of faculty is available on ICU website:
<https://www.icu.ac.jp/en/academics/gs/faculty/index.html>
- The form can be downloaded from the following ICU website: <https://www.icu.ac.jp/en/admissions/gs/exam/> (click "Admissions Handbook / Designated Forms").
- The letter must be delivered directly from the faculty member to the ICU GSG as email attachment via email to gs-adm@icu.ac.jp.

(5) Letter of Recommendation *OPTIONAL

- Request the recommender who knows the applicant's academic ability, research ability, and future potential to send the letter directly to the graduate school by e-mail (address: gs-adm@icu.ac.jp).
- Typed in A4-size (free format).
- The form can be downloaded from the following ICU website: <https://www.icu.ac.jp/en/admissions/gs/exam/> (click "Admissions Handbook / Designated Forms").

2) Submission from the applicant

Submit the following documents via "Entry Form for Regular Students" on ICU Graduate School Admissions website
<https://www.icu.ac.jp/en/admissions/gs/exam/>

The total file size of all following documents should not exceed 10MB.

(1) Application Form (Excel) *REQUIRED

- Download Application Form from ICU website <https://www.icu.ac.jp/en/admissions/gs/exam/> (Click "Admissions Handbook / Designated Forms") and input necessary information.

(2) Portrait photo (jpg or png) *REQUIRED

Prepare portrait photo of the applicant that meets the following conditions.

- Both Color/Black & White are acceptable
- Taken within the last 3 months
- No other person should be in the photo
- Taken in full-face view directly facing the camera, no hats, against a plain white background
- Taken in free of shadows
- Clear as passport quality
- Not using a photo retouching

(3) Research Plan with English Summary (PDF) *REQUIRED

- Research plan is important in the screening process. It should include the research topic, objective, background, method and significance in as much detail as possible. Both the research plan and the summary must have a cover page attached. The format of the cover page can be downloaded from the following ICU website. Create a cover by using the format. <https://www.icu.ac.jp/en/admissions/gs/exam/> (click "Admissions Handbook / Designated Forms")
- Research Plan with cover page: Typed in A4-size (free format), PDF file, Maximum length is 4,000 characters in Japanese, or 3,000 words in English, excluding bibliography.
- Summary with cover page: Typed in A4-size (free format), PDF file, Maximum length is 1,000 words in English.
Note:
Submission of a Japanese Summary of the research plan is optional. When submitting, attach a cover accordingly as well

(4) Passport Copy (PDF) *WHEN APPLICABLE

- Non-Japanese applicants must submit a copy of the passport (all pages describing personal information and,

if the applicant has ever been to Japan, the pages containing Japanese entry and departure stamps).

- Japanese applicants who currently reside outside of Japan must submit a copy of the passport page with entry/departure stamp which certifies that they currently reside outside of Japan.

(5) Copy of Master's Thesis with English Summary Set A *REQUIRED

Each paper must have a cover page. The format can be downloaded from the following ICU website. Create a cover by using the format: <https://www.icu.ac.jp/en/admissions/gs/exam/> (click "Admissions Handbook / Designated Forms")

- A copy of master's thesis
- A copy of English summary of master's thesis (A4 size, Maximum 1,500 words)
- (Optional) A copy of Japanese summary of master's thesis (A4 size, Maximum 2,000 characters)

【Applicant who cannot submit a master's thesis must submit an alternative paper from Set B, C, or D as per the following instructions】

◆ **When applicant was not required to write a master's thesis: Set B**

- A copy of alternative academic paper (in English or Japanese)
*A new paper or thesis written specifically for the application is acceptable as well, but that cannot be the same paper as Research Plan specified in 2)(3).
- A copy of English Summary of the alternative academic paper (A4 size, Maximum 1,500 words)
- (Optional) A copy of Japanese Summary of the alternative academic paper (A4 size, Maximum 2,000 characters)

◆ **When applicant has not completed a master's thesis yet: Set C**

*Not applicable when applicant has already graduated

- A copy of English Summary of the master's thesis in preparation (A4 size, Maximum 1,500 words)
- (Optional) A copy of Japanese Summary of the master's thesis in preparation (A4 size, Maximum 2,000 characters)
- (Optional) A copy of alternative academic paper
- (Optional) A copy of English Summary of the alternative academic paper above (A4 size, Maximum 1,500 words)
- (Optional) A copy of Japanese Summary of the alternative academic paper above (A4 size, Maximum 2,000 characters)

◆ **When applicant wrote a master's thesis in a language other than Japanese or English: Set D**

- A copy of the master's thesis in the original language
- A copy of English summary of the master's thesis that outlines the content of the thesis in sufficient detail (A4 size, approx. 1,500 words)
- (Optional) A copy of Japanese summary of the master's thesis that outlines the content of the thesis in sufficient detail (A4 size, Maximum 2,000 characters)

(6) English Proficiency documents (TOEFL/IELTS) *WHEN APPLICABLE

TOEFL

- Input Appointment Number on the Entry Form and submit a copy of "Test Taker Score Report".
- The scores for test taken more than two years before the application end date are deemed invalid.
- TOEFL iBT Home Edition is accepted
(Note) TOEFL ITP (Institutional Testing Program) will NOT be accepted.

IELTS

- Input TRF (Test Report Form) Number on the Entry Form and submit a copy of "Test Report Form".
- The scores for test taken more than two years before the application end date are deemed invalid.
(Note) IELTS General Training module will NOT be accepted.

Submission is not required if applicants fall under the following categories:

- Applicants' native language is English.
- Applicants have graduated (or are expected to graduate) master's course at the ICU Graduate School.

- Applicants have completed (or are expected to complete) their undergraduate course / master's course where the language of instruction is English. In case the official language of the country in which the applicant attended the school is not English, it is required to submit an official document written and sealed by school officials to certify that the language of instruction was English.

(7) Copy of “Payment Complete” page (PDF) *REQUIRED

- After completing the payment through “Application Fee Payment Website”, click “Print this page”, and save as a PDF file to submit. Screenshot of the page is also accepted.

(8) Application Document Check list (PDF) *REQUIRED

Access ICU website <https://www.icu.ac.jp/en/admissions/gs/exam/> and click “Admissions Handbook / Designated Forms” to download the check list.

(Note) Application documents required for applicants falling under category (7) in Eligibility on p.24 will be specified after the screening for eligibility confirmation.

➡ **Read also “D. Common Information” on p.34.**

4. Entrance Procedure

Accepted applicants are required to complete the entrance procedure by following the instructions below within the specified deadlines. Entrance procedure documents will be sent or emailed after the announcement of decisions. Refer to the entrance procedure booklet or “Entrance Procedure Website”, which will be notified to the accepted applicants.

Admissions Type	AY2024 April Admission	
	Autumn Selection	Spring Selection
Deadline for Entrance Procedures	2023/11/17 (Fri) Must be posted on or before this date	2024/3/8 (Fri) Must be posted on or before this date
Necessary Documents and Fees for Entrance Procedures	1. Submission of “Good Conduct Surety” and other admission documents 2. Payment of matriculation or admission fee 3. Payment of tuition and facilities fees for one term of the first academic year	
Deadline for Submission of Certificate of Graduation	2024/4/8 (Mon)	
	Those who applied to ICU <u>BEFORE</u> completing their degree are required to submit an official certificate of graduation to Graduate School Group. (Not required for graduates of ICU Master's Course)	
Deadline for Decline of Enrollment	2024/3/31 (Sun)	
	When accepted applicants decline enrollment after going through admission procedures, one-term tuition and facilities fees paid for the first academic year (excluding matriculation fee/admission fee) will be refunded. For details, please refer to the “Regarding Enrollment Withdrawal / Refund of tuition and Facilities Fees” section of the booklet or website.	

Admissions Type	AY2024 September Admission	
	Autumn Selection	Spring Selection
Deadline for Entrance Procedures	2024/6/14 (Fri) 2024/8/9 (Fri)	Submission of required documents and payment of matriculation or admission fee Payment of tuition and facilities fees for one term of the first academic year
	[Note] Accepted non-Japanese applicants who reside outside Japan: 2024/5/31 (Fri) Submission of application for Certificate of Eligibility 2024/6/14 (Fri) Submission of required documents and payment of matriculation or admission fee 2024/8/9 (Fri) Payment of tuition and facilities fees for one term of the first academic year	
Necessary Documents and Fees for Entrance Procedures	1. Submission of “Good Conduct Surety” and other admission documents 2. Payment of matriculation or admission fee 3. Payment of tuition and facilities fees for one term of the first academic year	
Deadline for Submission of Certificate of Graduation	2024/8/16 (Fri)	
	Those who applied to ICU <u>BEFORE</u> completing their degree are required to submit an official certificate of graduation to Graduate School Group. (Not required for graduates of ICU Master's Course)	
Deadline for Decline of Enrollment	2024/8/31 (Sat)	
	When accepted applicants decline enrollment after going through admission procedures, one-term tuition and facilities fees paid for the first academic year (excluding matriculation fee/admission fee) will be refunded. For details, please refer to the “Regarding Enrollment Withdrawal / Refund of tuition and Facilities Fees” section of the booklet or website.	

C. Master's Course *KENKYUSEI* (Special Student)

Kenkyusei are those who have already received a Master's degree or have the equivalent ability and wish to take specified subjects or receive research instruction in the Graduate School of Arts and Sciences. Application eligibility is the same as that of Doctoral Course Regular Students (see p.24).

Application periods correspond with that of regular students. The period of attendance is one year in principle, but renewal is permitted by the President when students wish to continue studying as *Kenkyusei*.

Transcripts for the courses are available upon request.

Kenkyusei status does not entitle students to privileges such as dormitory residence or a student-rate commuter ticket for public transportation in Japan. Also *Kenkyusei* with the status of residence "Student" are required to register the courses equivalent to more than 10 hours per week (amount to 9 credits).

Admission as a *kenkyusei* is based on document screening. Students must have sufficient skills in both Japanese and English (reading, writing, listening and speaking) to fully understand research instruction and lectures offered at the Graduate School.

1. Admission Screening and Schedule

Document screening only. Follow the Admissions Schedule on p.6.

2. Procedures

Follow the procedures for Master's Course Regular Students (Refer to p.13). For details of the steps to follow, see p.7.

3. Required Documents

- Submit your application documents by following the instructions below during the designated period.
- All forms are available on ICU website <https://www.icu.ac.jp/en/admissions/gs/exam/> (click "Admissions Handbook / Designated Forms").
- ICU GSG will not accept any submission of Application documents by hand.
- Application will not be accepted if applicants fail to submit any of the required documents.
- Application documents will not be returned / cannot be changed once they are submitted.

1) Submission directly from the third party

Request the respective institution/person to send the following documents to ICU Graduate School.

Method of submission for documents directly from the third party

Submission by online

Documents in digital format are to be sent directly from the issuing institution to the following email of ICU Graduate School.

(Please note that submission of these documents from the applicants is not acceptable.)

Submission by post mail

The document in paper copy are to be sent directly from the issuing institution to the following mailing address of ICU Graduate School, if the institution does not issue in digital format.

Email: gs-adm@icu.ac.jp

Mailing address: Graduate School Group, International Christian University
3-10-2, Osawa, Mitaka, Tokyo 181-8585, Japan

(1) Master's Course Official Transcript in English ***REQUIRED**

- Applicants are required to send transcripts from all graduate schools they have enrolled to acquire a Master's degree, including schools they transferred to/from, and schools they attended as an exchange student.

- Transcript must be issued within 3 months from the application end date (transcript issued more than 3 months ago is acceptable if applicant already graduated from the issuing school).
- Transcript must be submitted in sealed envelope without opening (the issuing school encloses it in an envelope, glue the flap closed and affixes their official seal or stamp). It will be deemed invalid if it is not enclosed in an envelope or enclosed in an opened envelope.
- Read also “1. Supplemental Information Regarding Application Documents” on p.34.

(2) Certificate/Verification of (Prospective) Graduation for master’s degree in English (PDF or any digital media issued by school officials) *REQUIRED

- Certificate must be issued within 3 months from the application end date (certificate issued more than 3 months ago is acceptable if applicant already graduated from the issuing school).
- Certificate must clearly show the year/month/date of (prospective) graduation and the (expected) degree conferred. If the degree name is not shown on the graduation certificate, the degree certificate needs to be submitted additionally.
- Year/month/date of (prospective) graduation must meet the application eligibility specified on p.24. It must be the date before March 31, 2024 (for April Admission) or August 31, 2024 (for September Admission). (Successful applicants who applied before completing their degree will be required to submit the graduation certificate later and, if the date appeared on it does not meet this requirement, their enrollment in ICU will be cancelled.)
Read also “1. Supplemental Information Regarding Application Documents” on p.34.

For those who cannot submit as specified

If the institution cannot issue the document in English, cannot send the document directly to ICU, or does not issue the respective document, applicants are to submit the document as specified on “Supplemental Information Regarding Application Documents” of p. 34 “D. Common Information.”

(3) Letter of Consent of a Faculty to be Research Advisor on Acceptance (PDF) *REQUIRED

- Prior to application, *Kenkyusei* applicants should talk to the faculty they seek as academic advisor at ICU to confirm they can study their desired field after they enroll. The faculty member’s signature is required in the Letter of Consent. List of faculty is available on ICU website: <https://www.icu.ac.jp/en/academics/gs/faculty/index.html>
- The form can be downloaded from the following ICU website: <https://www.icu.ac.jp/en/admissions/gs/exam/> (click “Admissions Handbook / Designated Forms”).
- The letter must be delivered directly from the faculty member to the ICU GSG as email attachment via email to gs-adm@icu.ac.jp.

(4) Two or more Letters of Recommendation (PDF) *REQUIRED

- Request the recommender who knows the applicant's academic ability, research ability, and future potential to send the letter directly to the graduate school by e-mail (address: gs-adm@icu.ac.jp).
- One letter should include comments on applicants’ English/Japanese proficiency.
- Typed in A4-size (free format).
- The form can be downloaded from the following ICU website: <https://www.icu.ac.jp/en/admissions/gs/exam/> (See “Admissions Handbook / Designated Forms”).

2) Submission from the applicant

Submit the following documents via “Entry Form for *Kenkyusei* (non-degree seeker)” on ICU Graduate School Admissions website <https://www.icu.ac.jp/en/admissions/gs/exam/>

*The maximum size of the uploadable files is up to 10MB in total.

(1) Application Form (Excel) *REQUIRED

- Download Application Form from ICU website <https://www.icu.ac.jp/en/admissions/gs/exam/> (Click “Admissions Handbook / Designated Forms”) and input necessary information.
- (2) Portrait photo (jpg or png) *REQUIRED**
- Prepare portrait photo of the applicant that meets the following conditions.
- Both Color/Black & White are acceptable
 - Taken within the last 3 months
 - No other person should be in the photo
 - Taken in full-face view directly facing the camera, no hats, against a plain white background
 - Taken in free of shadows
 - Clear as passport quality
 - Not using a photo retouching
- (3) Research Plan with English Summary (PDF) *REQUIRED**
- Research plan is important in the screening process. It should include the research topic, objective, background, method and significance in as much detail as possible. Both the research plan and the summary must have a cover page attached. The format of the cover page can be downloaded from the following ICU website. Create a cover by using the format. <https://www.icu.ac.jp/en/admissions/gs/exam/> (click “Admissions Handbook / Designated Forms”)
 - Research Plan with cover page: Typed in A4-size (free format), PDF file, Maximum length is 4,000 characters in Japanese, or 3,000 words in English, excluding bibliography.
 - Summary with cover page: Typed in A4-size (free format), PDF file, Maximum length is 1,000 words in English.
Note:
Submission of a Japanese Summary of the research plan is optional. When submitting, attach a cover accordingly as well
- (4) Copy of “Payment Complete” page (PDF) *REQUIRED**
- After completing the payment through “Application Fee Payment Website”, click “Print this page”, and save as a PDF file to submit. Screenshot of the page is also accepted.
- (5) Application Document Check list (PDF) *REQUIRED**
- Access ICU website <https://www.icu.ac.jp/en/admissions/gs/exam/> and click “Admissions Handbook / Designated Forms” to download the check list.

4. Entrance Procedure

Follow the procedure of Master’s Course Regular Student (Refer to p.18).

➡ **Read also “D. Common Information” on p.34.**

D. Common Information

1. Supplemental Information Regarding Application Documents for Submission

- (1) When an institution from which the applicant graduated / expected to graduate does not issue the transcript and/or (prospective) graduation certificate (+ degree certificate if necessary) in English, applicants need to submit the following A), B), and C) via trackable post mailing service :
- A) Original document/certificate in the original language
 - B) English translation of A) (The document may be translated by the applicant)
 - C) Applicable notarized document issued by respective Embassy officials or the public notary office (applicants should make arrangements of the document translation notarization by submitting A) and B) to the embassy or the notary office.)

Applicants for “IB Teacher Advanced Certification Program” must follow this instruction as well when the documents required for them are written in a language other than Japanese or English.

- (2) Transcripts and certificates must be submitted in “sealed” envelope without opening. “Sealed” documents means the issuing organization encloses documents in an envelope, glues the flap closed and affixes their seal or stamp. Transcripts and graduation certificates must be submitted in this “sealed” condition. Documents will be deemed invalid if they are:
- not enclosed in an envelope
 - enclosed in an unsealed envelope
 - enclosed in an envelope and sealed not by the issuing organization but applicant

[Applicants graduated / expected to graduate from the schools in People's Republic of China]

- When the school does not issue the official Transcript / (Prospective) Graduation Certificate / Degree Certificate in English:
Submit A), B), and C) above or, alternatively, submit the “Verification Reports for Higher Education Qualification Certificate” (學歷認證報告書), “Verification Reports for Higher Education Student's Academic Transcript” (成績認證報告書), and “Verification Reports for Higher Education Degree Certificate” (學位認證報告書) in English issued by China Higher-education Information and Student Information (CHSI) via trackable post mailing service. In order to obtain those documents, applicant should follow the procedures instructed by CHSI (in Beijing) or Japanese agency of CHSI (in Tokyo).

These procedures may take long time. Make sure to start the necessary arrangements well in advance of the deadline.

- (3) In case that the school does not reissue an official copy of transcripts and graduation certificate and applicant has the only copy of them, please contact ICU Graduate School Group (ICU GSG) in advance.
- (4) If the name on the applicant's certificates differs from the applicant's current name due to marriage or any other reason, an official document (copy of family register, etc.) to certify that bearers of both names are the same person should be attached.
- (5) Applicants who have transferred from one institution (university, college, technical college, vocational school etc.) to another (university) to acquire a Bachelor's degree, transcripts from all previous schools must be submitted (must be sealed by school officials).
- (6) Applicants who currently reside in a graduate school must submit a verification of withdrawal immediately after the enrollment in ICU.
- (7) Refer to “FAQ” on ICU website <https://www.icu.ac.jp/en/admissions/gs/faq/>.

2. Payment Methods for Application Fees

Application fee for applicants for Regular Student: JPY35,000

Application fee for applicants for *Kenkyusei*: JPY22,000

Payment must be completed by 17:00 (Japan Standard Time) of the last day of Application Period. We do not accept any delays.

Payment Method	Credit Card (Card holder's name does not need to match the applicant's name) VISA, Master, JCB, AMERICAN EXPRESS
Important Notes	<ol style="list-style-type: none">1. In addition to the application fee, an administrative fee will be charged (Regular students JPY1,005, <i>Kenkyusei</i> JPY762).2. Application will not be completed until the payment has been made. Make sure to make the payment well in advance of the deadline.3. Once the application fee and administrative fee are paid, they are not refundable for any reason.4. Even if the payment of necessary fees is made within the application period, ICU will not accept the application when other procedures (online entry and submission of application documents by postal mail) are not completed within the deadline for each step.

3. Requesting Official Scores of the English Proficiency Test (TOEIC)

The scores of TOEIC must be sent directly from the test-conducting institution to ICU Graduate School by following instructions below (scores for test(s) taken more than two years before the application end date are deemed invalid). It is strongly recommended to request for score delivery 2 months in advance of application period as it may take time.

Input the test date and the date the applicants made request on the designated section of application form.

Where to Request for Official Scores

TOEIC (Test of English for International Communication)

As for TOEIC taken within Japan, request the Institute for International Business Communication, the institution conducting TOEIC test, to send applicant's Official Score Certificate of TOEIC Listening & Reading Test directly to ICU Graduate School. See TOEIC website "TOEIC Listening & Reading Test Official Score Direct Reporting Service Guidelines" (<http://www.iibc-global.org/toEIC/test/lr/guide04/score/>) for details.

Please use the following address when making direct delivery request:

- Institution Name: International Christian University
- Mailing Address: 3-10-2, Osawa, Mitaka, Tokyo 181-8585
- Attention: Graduate School Group

If applicants have questions about sending TOEIC scores directly to ICU from test institutions, contact "The Institute for International Business Communication, IIBC Test Operation Center, TOEIC L&R Score Direct Reporting Service" (Tel: 03-5521-6033)

As for TOEIC taken outside Japan, scores may not be able to be sent directly to ICU Graduate School. Please inquire of the test-conducting institution where you took TOEIC. Choose TOEFL or IELTS scores for application if they cannot send your scores directly to ICU Graduate School.

Procedures for "Score Confirmation Service in Secure Program"

We accept online submissions of TOEIC Score through the "Score Confirmation Service in Secure Program" provided by IIBC (the Institute for International Business Communication). This service is only available for applicants who have taken TOEIC in Japan. See TOEIC website "Score Confirmation Service in Secure Program" (<https://www.iibc-global.org/english/toEIC/test/lr/guide05/score2.html>) for details.

Name: ICU GRADUATE SCHOOL

Codes: 00011102

(NOTE) Institutional testing program including TOEIC IP will NOT be accepted.

4. Application from Overseas

[Foreign-national applicants who reside outside Japan]

Applicants of foreign nationality who reside outside Japan can apply to ICU Graduate School only through either April Admission Autumn Selection or September Admission.

The Second Screening (interview) will be conducted online when applicants cannot come to Japan for the interview, so make sure applicants have access to an environment for an online interview. This does not apply to those who stay outside of Japan temporarily at the time of application.

Applicants should accept that the interview condition of online interview may not be equivalent to that of in-person interview depending on internet connection.

Please read the following points carefully before application:

- 1) Submit a copy of applicants' passport (all pages describing personal information and, if the applicant has ever been to Japan, the pages containing Japanese entry and departure stamps).
- 2) Prospective students from abroad should obtain the information necessary to obtain a passport from the relevant office of their own government. It takes some time for the passport to be issued, which varies from country to country. It is important that the applicant's passport be valid at all times.
- 3) All non-Japanese students of any student status, except that of auditor are normally required to apply for "Student" visa ("Ryugaku" visa in Japanese). The procedure to apply for "Student" visa is introduced in the "Entrance Procedures Website". ICU on behalf of the student, proceeds with visa application by applying to Immigration Services Agency of Japan for the official document "Certificate of Eligibility for Status of Residence (*Zairyū Shikaku Nintei Shōmeisho*)" (CoE). After the university receives the CoE, the certificate will be sent to the admitted applicants, who then submit it to the nearest Japanese Embassy or Consulate to apply for the "Student" visa, which is usually issued in several days.

After admitted, applicants who complete the entrance procedures (payment of school fees and submission of required documents), ICU applies for CoE as stated in above. The deadline for applying for CoE is November 17, 2023 for April entrants through Autumn Selection and May 31, 2024 for September entrants. Note that the CoE application deadline for September entrants is set earlier than that of other entrance procedures due to this process. See also "Entrance Procedure" section (p.18 or p.30) for more information.

The CoE application deadlines are shortly after the notification date, and some required documents may take several weeks to prepare. In order to succeed in smooth procedure, we recommend applicants to prepare the following documents well in advance.

– Passport

As stated above 2). We recommend that you have a passport by the time you apply for ICU.

– Referential Document for Financial Resources

Those who apply for a student visa must present the proof that they have enough funds to cover all expected living expenses during their study to the Japanese Government (excluding Tuition/Facilities fee while studying at ICU). Students are required to provide ICU with concrete proof of available financial resources. This is a particularly important factor when the Ministry of Justice examines your financial stability as part of its visa procedures for authorizing your Certificate of Eligibility (CoE).

The minimum amount is 100,000JPY per month, in other words, the amount of the balance must exceed 1,200,000JPY (100,000JPY x 12 months).

Please refer to ICU official school website (<https://www.icu.ac.jp/en/>) for getting an idea of the approximate annual amount needed for studying at ICU.

Financial supporting documents should be provided in one of the following forms (Copies are NOT acceptable).

Please see the below samples. Currency on referential documents may be other than JPY or USD if it is difficult to obtain such documentation.

- An original letter on official bank letterhead showing your or sponsor's name as an account holder and the amount of funds available, with bank's official stamp or a signature of a bank official. The stamp and signature must be original.
- A recent bank statement showing your or sponsor's name as an account holder and the amount of funds available, with bank's official stamp or a signature of a bank official. The stamp and signature must be original.

- An original letter on official sponsoring organization's letterhead, including your name, the amount of the award available to you, and the period when you will be eligible to receive the funds, with organization's official stamp or a signature from the sponsor. The stamp and signature must be original.

(Samples)

<p style="text-align: center;">ICU Bank</p> <p style="text-align: center;">June 1, 20XX</p> <p>Taro Kokusai 10-2, Osawa 3-chome, Mitaka-shi, Tokyo, Japan</p> <p>To Whom It May Concern,</p> <p>Please be advised that the above mentioned has been a customer of ICU Bank since April 1, 20XX and has a total current balance of \$10,000 as of today.</p> <p>If you have any questions or need additional information, please feel free to contact us at 0422-33-XXXX.</p> <p>Thank you,</p> <p><i>J. Smith</i></p> <p>John Smith Customer Service XXX Branch</p> <div style="background-color: blue; color: white; padding: 10px; border-radius: 10px; text-align: center;"> Official certificate of account balance should; - indicate the account holder name - indicate the account balance - be printed on original letterhead stationery with official stamp or with signature of a bank official </div>	<p style="text-align: center;">残高証明書 ACCOUNT BALANCE CERTIFICATE</p> <p style="text-align: right;">Date: 1/6/20XX Day/Month/Year</p> <p>TARO KOKUSAI 様 国際 太郎 様</p> <p style="text-align: center;">ICU銀行 XXX Branch 0422-33-XXXX</p> <p>20XX年6月1日現在の上記ご名義の下記勘定残高につき相違ないことを証明いたします。 We hereby certify that the balance of the above account holder with us as of 1/6/20XX is as indicated below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ACCOUNT</th> <th>CURRENCY</th> <th>BALANCE</th> <th>REMARKS</th> </tr> </thead> <tbody> <tr> <td>SAVING ACCOUNT</td> <td>JPY</td> <td>1,000,000</td> <td></td> </tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>* AMOUNT AMENDED IS INVALID.</p> <div style="background-color: blue; color: white; padding: 10px; border-radius: 10px; text-align: center;"> Official certificate of account balance should; - indicate the account holder name - indicate the account balance - be printed on original letterhead stationery with official stamp or with signature of a bank official </div>	ACCOUNT	CURRENCY	BALANCE	REMARKS	SAVING ACCOUNT	JPY	1,000,000																	
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SAVING ACCOUNT	JPY	1,000,000																							

4) Students are able to take Japanese Language Programs (JLP) of the undergraduate course at ICU after entrance. However, JLP is optional for graduate students and the course credits earned do not count as necessary credits to acquire Master's / Ph.D. degree, although it will be included in the transcript. ICU graduate school students who wish to take JLP courses must take the JLP placement test in March (those who wish to take JLP in the spring term) or in August (those who wish to take JLP in the autumn term and/or winter term).

[Applicants of Japanese nationality who reside outside Japan]

Applicants of Japanese nationality who reside outside Japan can be interviewed via online for the Second Screening when they cannot come to Japan for the interview. Make sure applicants have access to an environment for an online interview. This does not apply to those who stay outside of Japan temporarily at the time of application.

Applicants should accept that the interview condition of online interview may not be equivalent to that of in-person interview depending on internet connection.

Submit a copy of applicants' passport including the page(s) describing personal information and the page with entry/departure stamp which certifies that applicants currently reside outside of Japan.

5. School Fees

		Master's Course				Doctoral Course
		Education and Psychology / Public Policy and Social Research / Comparative Culture Program		Natural Sciences Program		Regular Student (Note 3)
		Regular Student	Kenkyusei	Regular Student	Kenkyusei	
AY2024 Matriculation Fee		JPY 300,000 (Note 1)	JPY 150,000 (Note 4)	JPY 300,000 (Note 1)	JPY 150,000 (Note 4)	JPY 300,000 (Notes 1, 2)
AY2024	Tuition fee (annual)	JPY 906,000		JPY 906,000		JPY 420,000
	Facilities fee (annual)	JPY 345,000		JPY 459,000		JPY 345,000
AY2025	Tuition fee (annual)	JPY 906,000		JPY 906,000		JPY 420,000
	Facilities fee (annual)	JPY 345,000		JPY 459,000		JPY 345,000
AY2026	Tuition fee (annual)	JPY 906,000		JPY 906,000		JPY 420,000
	Facilities fee (annual)	JPY 345,000		JPY 459,000		JPY 345,000

(Note 1) JPY150,000 for graduates of ICU CLA.

(Note 2) ICU Master's course graduates will be exempted from this fee unless more than 5 years have passed after graduation.

(Note 3) When doctoral course students register more than three years and have already acquired doctoral candidacy, students will benefit from a reduction in tuition/facility/readmission fees under certain conditions. Details will be explained after enrollment.

(Note 4) Matriculation fee for *Kenkyusei* is half that for regular students. *Kenkyusei* who are permitted to extend their stay at ICU for one more year will be required to pay a supplementary admission fee, which will be 1/4 of the matriculation fee for the applicable annual year. Tuition and Facilities fees for *Kenkyusei* are the same as Master's course regular students.

*Once enrolled at ICU, tuition/facility fees are paid through automatic bank payment system.

6. Japanese Government (Monbukagakusho: MEXT) Scholars

When applicants study at a university in Japan as a MEXT scholar at the time of application and are accepted by ICU Graduate School, Monbukagakusho may not offer a scholarship to study at ICU if applicants fail to apply for MEXT Scholarship extension by the deadline and/or when applicants did not list "ICU" as one of the desired schools on the application form. Also Monbukagakusho may reject the applicants' extension application. Be sure to confirm scholarship extension details with staff in charge of MEXT Scholarship at the applicants' home university before application for ICU.

MEXT scholars who currently study at a university in Japan through "University Recommendation (大学推薦 / *Daigaku Suisen*)" will lose the scholarship when they enroll in the ICU Graduate School.

7. Applicants Who Need Reasonable Accommodation in Admissions

ICU Graduate School will provide reasonable accommodation for applicants with disabilities based on ICU's Basic Policy for Students with Special Needs. Applicants in need of reasonable accommodation for admissions need to submit a form and a medical certificate following the instructions below. After consideration, ICU Graduate School will take relevant measures according to their needs.

How to Apply:

Contact ICU GSG before submitting the application form.

Fill in the application form and send it by postal mail to ICU GSG along with a medical certificate.

*Downloadable form is available on ICU website <https://www.icu.ac.jp/en/admissions/gs/measure/>.

Application Deadline:

April Admission Autumn Selection: Monday, July 3, 2023

April Admission Spring Selection: Friday, October 20, 2023

September Admission: Tuesday, January 9, 2024

8. Scholarship System (for Regular Students)

ICU offers a variety of scholarships for graduate students who are eager to study but have difficulty financing their tuition. Refer to the Websites below for details of each scholarship.

Japanese URL: <https://www.icu.ac.jp/admissions/finance/index.html>

English URL: <https://www.icu.ac.jp/en/admissions/finance/>

Among our scholarships, application for the ICU Torch Relay New Graduate Student Scholarship (limited to students in the master's program) will only be accepted at the time you apply for the Graduate School. Those seeking this scholarship should read the Admissions Handbook very carefully and send the required documents by postal mail enclosed with the application form.

You can download the Application Form from the ICU Website indicated below.

ADMISSIONS>Graduate School>Applying>Admissions Handbook・ Designated Forms

Among various scholarships, that granted by the Japanese government requires a certain level of language ability in either Japanese or English. For details refer to the ICU Website indicated above.

VII. APPENDIX

Application Guideline for AY2024 ICU Torch Relay Graduate School Scholarship for New Students

1. Outline

(1) The ICU Torch Relay New Graduate Student Scholarship

ICU offers the ICU Torch Relay Graduate School Scholarship for New Students to students eager to study in the master's program, but are in need of financial support. This is a grant-type scholarship with no repayment obligation. When accepted for the scholarship, a third of the tuition and facility fees for the first year in the master's program will be exempted. Those who perform especially well academically will be exempted all or 2/3 of the tuition (limited to several students).

Those accepted for the scholarship will be expected to be aware that they have been chosen from a good number of applicants, and to take their studies very seriously as such in response to high expectations.

(2) Eligibility

The applicant must satisfy all the conditions below.

- The student strongly desires to study in the master's program at ICU.
- The student has difficulty paying tuition.

The income limit for the applicant (for January to December, 2022) will be JPY5.36 million (including that of the spouse if the applicant is married). This value is a rough standard: the financial state of each household will be considered individually.

- Recognition of academic excellence in the screening process

(3) Amount to be granted

Tuition and facility fee for the first year in the master's program:

	Deduction / exemption	Term(s)
Equivalent to a third:	JPY417,000 (JPY455,000 for Natural Science Program students)	First term after matriculation
Equivalent to two thirds:	JPY834,000 (JPY910,000 for Natural Science Program students)	First and second terms after matriculation
All:	JPY1,251,000 (JPY1,365,000 for Natural Science Program students)	First, second and third terms after matriculation

See below for annual tuition and facility fees (as of April 2023)

<https://www.icu.ac.jp/admissions/finance/>

※You will not be granted the scholarship for the term you take a leave of absence. You cannot carry the grant forward to another term. The grant will stop when you withdraw from ICU. The grant cannot be used to pay for the enrollment fee.

(4) Number of slots available

Approximately 40

(5) Screening method

Academic records (results of the entrance examination) and state of household income will be considered based on application documents.

(6) Method of grant

The grant will be directly allocated to the tuition and facility fees for the relevant term in the first year after matriculation (there will be no monetary transaction).

2. Application procedure

(1) Application documents

① AY2024 Application Form for the ICU Torch Relay Scholarships for New Students (designated form)

Download Application Form from ICU Website from the link below. Fill out pages 1 and 2 and send them to us.

ADMISSIONS>Graduate School>Applying>Admissions Handbook・Designated Forms

② Certification of income for January to December of 2022 (applicant, spouse and applicant's parents)

You must present a certification of income concerning the applicant, the applicant's spouse and parents regardless of whether you have an income or not. If you do not present these documents or the document does not certify income for the relevant year, your application will not be accepted due to inadequate documentation. Read the explanation below very carefully to present the required documents. You will be disqualified due to inadequate documentation if you present withholding tax statements, or municipal/prefectural residential tax notification documents etc.

【Chart】

	Required documents	Note
(1) If you have an income(salary, pension, self-employed) *including income from part-time jobs	Certificate of 2023 (令和 5 年度) Municipal/ Prefectural Tax, Special Ward Inhabitants Tax, Certificate of Metropolitan Inhabitant's Tax	Issued by the local government of the applicant's household address on January 1, 2023. The name of the certificate differs according to each municipality. You should present a certificate that clearly states your income, type of revenue, details and amount, spouse and number of dependents.
(2) No income(housewife, husband, unemployed etc.)	Certificate of 2023 (令和 5 年度) Exemption of Municipal/ Prefectural Tax, Special Ward Inhabitants Tax, Certificate of Metropolitan Inhabitant's Tax	Issued by the local government of the applicant's household address on January 1, 2023. The name of the certificate differs according to each municipality. You should present a certificate that clearly states your income, type of revenue, details and amount, spouse and number of dependents.
(3)When you did not have a Certificate of Residence in Japan as you resided abroad during 2022	The following documents will be required concerning your income between January and December 2022. 【China】 Certificate of income issued by the municipal office or employer 【Hong Kong】 BIR60 or Notice of the Final tax and provisional tax issued by Inland Revenue Department 【India】 ITR-1,2,3,4,5 or (no) income certificate issued by the municipal offices 【Indonesia】 Form 1721 【Italy】 Modello CU, Modello 730, Modello Redditi PF 【Korea】 Certificate of Income issued by National Tax Service 【Singapore】 Form IR8A Income tax notice of assessment issued by Inland Revenue Authority (in case of no income) 【Taiwan】 Individual income tax statement issued by National Taxation Bureau 【Thailand】 Form PND90/91 or Form 50tawi 【USA】 Form 1040 or other form for tax return For countries other than the above, present certificates issued by the government or your employer. You need to present the document for applicant, spouse and applicant's parents regardless of whether they have an income or not. You should acquire a document certifying no income by making inquiries to the local government or tax office. If only one document can be issued for a single household, then you can present that document, but it must indicate the names of both applicant and spouse, and both of your parents (when certifying your parents' income). Documents in languages other than English or Japanese should have either an English or Japanese translation attached.	
(4) When you cannot present an income certificate of your father	Present documents for a single parent specified in (1) or (2). If the document does not state that the	The certificate must specify that you only have a single parent. If that is not clear from the document, present an abstract of your Family Register (戸籍抄本) or if your parent has died, a Certificate of Residence (住民票) that states the

or mother due to divorce or death.	applicant has only a single parent, you need to present an abstract of your Family Register (戸籍抄本) or if your parent has died, a Certificate of Residence (住民票) that states the death date.	death date to certify removal from the Family Register. The presented document should omit the legal domicile.
(5) When you cannot present an income certificate of your father or mother as they are in the midst of divorce proceedings or long-term separation.	A document issued from a government agency that proves that your parents are in the midst of a divorce settlement such as a Notification of Mediation deadline, certificate that the case is pending before court, or a report by a lawyer	If you cannot present an official document as you have no contact with a living parent, parents in the middle of a divorce settlement without a lawyer or your parent does not respond to contacts, your application as a single-parent-household will not be accepted.
(6) When you cannot present an income certificate of your father or mother for other reasons.	Certificates etc. issued by a government agency or a third party that enables us to confirm the facts.	<ul style="list-style-type: none"> • Your father or mother is a DV victim: Certificate of Protection of Victims from Spousal Violence issued by the local authority etc. • If you do not know whether your father or mother is alive or not (missing): present a Missing Person Notification Acceptance Certificate issued by the local authority or police department etc. • Father or mother unconscious or has been diagnosed with mental disorder: Medical Report from primary physician • A document certifying that you need to live separately from your parents due to protection from domestic violence
(7) If you are a financially dependent on a person other than your parents	A document issued by a government authority or third party certifying the fact and (1) or (2) concerning your financial provider	You need to present a document certifying the income of your financial provider in addition to a document certifying the fact such as the example in (6).
(8) If your income status has changed since January 2023, other than that indicated above.	Statement of earnings and deductions • Certificate of prospective annual income (if you have a regular job or have income from part-time jobs) , Resignation Certificate and other documents that certify a change in your income status as of or after January 1, 2023.	Present documents listed in the left column in addition to the income and revenue certificates for 2022.

(2) How to Apply

Send the Form for the ICU Torch Relay Scholarships for New Students in PDF format and scanned certificates of your income (or photos using your smartphone) in PDF or JPEG formats by the designated deadline.

3. Confirmation Procedure (after you are accepted for the scholarship)

Confirm grant from the designated URL during the term(s) you receive the grant (during April for students enrolling in April, and during September for students enrolling in September). The procedure can be confirmed from the University Website portal site, "Notice from the Office." If you do not complete this confirmation procedure, the decision to accept you for the grant will be invalid and you will be asked to pay tuition.

4. FAQ

Q1	When I am accepted for the grant, will I be eligible for the grant every year during my enrollment at ICU ?
A1	Your status will be valid for a year after enrollment. If you wish to receive a scholarship the following year, you need to apply again for a grant-type ICU scholarship.

Q2	The applicant or their spouse lives outside of Japan and cannot acquire an income certificate from the local government.
A2	See (1) Application documents>【Chart】(3), and present required documents.
Q3	The applicant (or their spouse) does not have any income.
A3	You should acquire the latest Tax Exemption Certificate from the local government where you reside. We will accept a certificate only when it clearly states the income and number of dependents without omitting the information.
Q4	The applicant lives independently by paying for tuition and living expenses. In this case, will the income certificate for parents etc. still be necessary?
A4	Yes. See 1. Overview (2) Eligibility

5. Deadline for application documents and notification of results

Type of admission	Matriculation in April 2024		Matriculation in September 2024
	Autumn Selection	Spring Selection	
Application Deadline	Tuesday, August 22, 2023 (17:00) via Online Application	Wednesday, November 29, 2023 (17:00) via Online Application	Wednesday, March 6, 2024 (17:00) via Online Application
Notification of Result	To be sent Tuesday, October 17, 2023	To be sent Tuesday, February 20, 2024	To be sent Tuesday, May 14, 2024

Applications brought to ICU by hand will not be accepted.

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.

Regarding the Handling of Personal Information

ICU handles personal information based on the following policies; "The International Christian University School Juridical Person: Policy on the Protection of Personal Information", "International Christian University's Fundamental Stance on the Protection of Personal Information", and "Regarding Personal Information at the International Christian University: Purpose for Use, Making Available to External Organizations, Desk for Accepting Requests for Release."

International Christian University Graduate School Group

3-10-2, Osawa, Mitaka, Tokyo 181-8585, JAPAN

TEL: +81 (0)422 33 3231 FAX: +81 (0)422 33 3688

EMAIL: gs-adm@icu.ac.jp

URL: <http://www.icu.ac.jp>