

# ***INTERNATIONAL CHRISTIAN UNIVERSITY***

## ***Graduate School of Arts and Sciences***

### ***Master's Course & Doctoral Course***

## **AY2027 Admissions Handbook**



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# I. Graduate School Programs Accepting Applicants in 2027

## 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 name in each program. Because faculty supervision is essential in graduate studies, applicants are advised to review faculty information on the university website when selecting a program and area of concentration.

※Faculty (Graduate School): [HOME>Academics>Faculty](#)

### 【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 enrollment. To contact faculty members, send them an email or contact ICU GSG ([gs-adm@icu.ac.jp](mailto: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.29)

## II. Policies

### 1. Diploma Policy

#### Master's Course, Graduate School of Arts and Sciences

In the master's course, students acquire advanced knowledge and research skills, building upon the general and specialized education acquired at the undergraduate level. A Master's degree is awarded to those who complete the prescribed curriculum and pass the thesis defense and final examination, having acquired the following abilities in accordance with the educational and research objectives set by each program:

1. Profound scholarly knowledge based on a broad perspective,
2. Ability to conduct research in the program area.

#### 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

##### •Master of Arts in Public Administration

The Public Administration in the Politics and International Studies concentration seeks students who are intellectually flexible and not rigidly bound by existing academic frameworks and have high motivation to pursue their own academic field while holding diverse perspectives. Since many of the courses are conducted in advanced academic English, the Public Administration seeks students who have enough English capability.

##### •Master of Arts in International Relations

The International Relations in the Politics and International Studies concentration seeks students with good analytical skills and preferably a basic understanding of international relations theory and/or related social science disciplines. The International Relations field expects applicants who can conduct research in an area of international relations under the guidance of a diverse and international faculty with English as the main language of instruction. Furthermore, we seek students who can develop a broader outlook on contemporary global issues given an opportunity to take part in stimulating discussions with faculty and students from different nationalities and cultural backgrounds.

##### •Master of Arts in Social and Cultural Analysis

The Social and Cultural Analysis concentration seeks students who wish to pursue research in the field of sociology or cultural anthropology. Since many classes are offered in English, students are expected to have a high level of proficiency in English. We seek students who wish to deepen their specialized research through stimulating discussions with internationally-minded professors and engaged students from all over the world.

#### •Master of Arts in Media and Language

The Media and Language concentration seeks students who possess the basic academic knowledge and abilities required for advanced specialized research in media and language, who strive to pursue their specialized research from multiple angles without being constrained by existing disciplinary boundaries. We also seek students eager to challenge misunderstandings and prejudices that occur amidst diverse values around the world from a global perspective. Since many courses are offered in English, we seek students who have a high level of proficiency in English and can improve themselves through interactions with students and faculty of diverse backgrounds from Japan and abroad.

#### •Master of Arts in Public Economics

The admissions process aims to select diverse and dynamic students who demonstrate high academic potential and a strong interest in business and economics.

#### •Master of Arts in Peace Studies

The Peace Studies concentration seeks students with an interest in peace studies seek to work for international, governmental and non-governmental organizations. This concentration offers many courses in English and aims to improve communication skills using English in lively, multicultural discussions on key global issues relating to peace, conflict and development. Therefore, effective English language skills are required and a background in related social science disciplines such as international relations, law, development or politics is highly desirable. Students are expected to have high quality analytical skills and be able to conduct empirical research under the supervision of their advisor.

#### 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 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 75 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 have an option to take one of the Japanese Language Programs courses (JLP) at ICU after entrance (refer to P35).

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

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

\*ICU GSG = ICU Graduate School Group

Schedule	AY2027 April Admission		AY2027 September Admission
	Autumn Selection	Spring Selection	
Application Period	<b>Application Period:</b> August 6(Thu), 2026, 10:00 (JST) – August 20(Thu), 2026 17:00 (JST)	<b>Application Period:</b> November 13(Fri), 2026 10:00 (JST) – November 27(Fri), 2026 17:00 (JST)	<b>Application Period:</b> February 17(Wed), 2027 10:00 (JST) – March 3(Wed), 2027 17:00 (JST)
	【Note】Applicants of foreign nationality who do not have a valid mid- to long-term residence status ('Student,' 'Permanent Resident,' etc., 'Temporary Visitor' is not eligible) by the time of enrolment cannot apply for the April admission Spring selection. Apply for either April admission Autumn selection or September admission selection. (See the details in P34 "Applications from Foreign Nationals")		
	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	September 24(Thu), 2026 at 11:00 (JST)	January 28(Thu), 2027 at 11:00 (JST)	April 9(Fri), 2027 at 11:00 (JST)
	<b>Applicants for Master's Course Regular Student and Doctoral Course Regular Student:</b> Application number of applicants who passed the first screening will be posted on ICU website "News" page ( <a href="https://www.icu.ac.jp/en/admissions/gs/">https://www.icu.ac.jp/en/admissions/gs/</a> ). <b>Applicants for Master's Course Kenkyusei:</b> Application number of successful applicants who passed the screening will be posted on ICU website "News" page ( <a href="https://www.icu.ac.jp/en/admissions/gs/">https://www.icu.ac.jp/en/admissions/gs/</a> ) on the date/time of "Admissions Decision Notification" indicated below.		
Second Screening (Online Interview) Schedule	September 29 (Tue), 2026 Alternate date: Oct. 3(Sat)	February. 2 (Tue), 2027 Alternate date: Feb. 4(Thu)	April 17 (Sat), 2027 Alternate date: Apr.20(Tue)
	Only applicants who passed the first screening will receive the second screening details 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. The Second Screening will be conducted online, so make sure applicants have access to an environment for an online interview.		
Admissions Decision Notification	October 14(Wed), 2026 at 11:00 (JST)	February 16(Tue), 2027 at 11:00 (JST)	May 18(Tue), 2027 at 11:00 (JST)
	On this date/time, application number of successful applicants will be posted on ICU website "News" page ( <a href="https://www.icu.ac.jp/en/admissions/gs/">https://www.icu.ac.jp/en/admissions/gs/</a> ). Notification of Acceptance and entrance procedures documents will be sent to the email address registered through "Entry 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 for 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/>) and the detailed application procedure in the later pages.

### 1 Before Application \*Read carefully and prepare

#### 1. Careful reading of Admissions Handbook

- 1) Read “International Christian University Graduate School AY2027 Admissions Handbook” (this booklet) carefully and check application eligibility and application documents.

#### 2. Check your computer etc.

- 1) Applications for the ICU graduate school admission selection process and the announcement of results are conducted online. As the system may not be accessible via smartphones, tablet devices, or mobile phones, applicants must prepare a personal computer that meets the operating requirements specified below.

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

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



**Order for Transcript and Verification documents**

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

Download the designated forms; including the application forms and template of the recommendation letter, from ICU Website.

[ADMISSIONS>Graduate School>Applying>Admissions Handbook / Designated Forms](#)

Share the online submission form for a letter of recommendation/ letter of consent.

[ADMISSIONS>Graduate School>Applying>Admissions Handbook / How to apply](#)

### 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 uses a digital credential platform such as Parchment, documents may also be shared through that platform. Only if the institution does not support email transmission or digital credential platforms should the documents be arranged to be sent to the mailing address listed above.

### 2. English Proficiency Documents (TOEIC) \*When submitting a TOEIC score as proof of English proficiency

Applicants who have taken the TOEIC test in Japan must, in principle, submit their scores online through the official Public Test Score Confirmation Service provided by the Institute for International Business Communication (IIBC). TOEIC scores from tests taken within two years prior to the final day of the application period will be accepted. If online submission is difficult due to circumstances such as having taken the test overseas, score reports sent directly from the TOEIC office to ICU will also be accepted.

### 3. Letter of Recommendation \*Optional

Please ask the recommender to submit a letter of recommendation via the online form designated by ICU Graduate School.

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

Applicants for Doctoral Course and Master's Course *Kenkyusei* must contact the desired ICU Faculty and request this letter to be submitted via the online form designated by ICU Graduate School.

### 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) and residence card \*When applicable
- 5) Copy of Senior thesis / Master's thesis with English summary (PDF) \*Required
- 6) Copy of published academic papers, book chapters, or conference papers \*Doctoral applicants only, when applicable
- 7) English Proficiency Documents \*Except for those who can be exempted
- 8) Copy of “Payment Complete” page (After completing the payment) \*Required
- 9) Application Documents Checklist (PDF) \*Required

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

Prepare the required documents instructed on the website below.

<https://www.icu.ac.jp/en/admissions/finance/gs/#tabbtn1>

#### 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 'Numbers' 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.



**Payment of Application Fee**

## 4 Payment of Application Fee

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**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.  
See p.33 for details of application fee. Administrative fee will also be charged per application.
- 5) After completing the payment, click "Print this page" button and print out or save a screenshot of the "Payment Complete" page for your record.



**Online Entry Form and Submitting Application Documents**

## 5 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."
- \*As the entry form contains numerous required fields, applicants are advised to complete it well in advance of the application deadline. All entered information is automatically saved, and therefore the form does not need to be completed in a single session.

### 2. Submit documents for "ICU Torch Relay Graduate School Scholarship for New Students" \*Optional

Follow the procedure instructed on the website below.

<https://www.icu.ac.jp/en/admissions/finance/gs/#tabbtn1>

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

Follow the same procedure as above 1. 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. Please make sure to check the email address you registered until the results are announced, and check the emails from the ICU Graduate School Group (gs-adm@icu.ac.jp) as well.

### After the application is accepted

The application is accepted after all procedures instructed above are completed by the deadline and after ICU GSG 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 Email: [gs-adm@icu.ac.jp](mailto:gs-adm@icu.ac.jp)

【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.

AY2027 April Admission	AY2027 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, 2027.	(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, 2027.
(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, 2027.	(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, 2027.
(3) Those who have completed or expect to complete 16 years of school education outside Japan by March 31, 2027.	(3) Those who have completed or expect to complete 16 years of school education outside Japan by August 31, 2027.
(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, 2027.	(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, 2027.
(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, 2027.	(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, 2027.
(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, 2027.	(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, 2027.
(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, 2027. ii. They are expected to attain more than 110 credits by March 31, 2027. (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, 2027. ii. They are expected to attain more than 110 credits by August 31, 2027. (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, 2027. Applicants must submit the required documents by no later than June 13, 2026 for Autumn Selection and September 30, 2026 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, 2027. Applicants must submit the required application documents by no later than January 6, 2027 to confirm eligibility.

For applicants who wish to participate in IB Teacher Advanced Certification Program, refer to p.20.

Applicants of foreign nationality who do not have a valid mid- to long-term residence status ('Student,' 'Permanent Resident,' etc., 'Temporary Visitor' is not eligible) by the time of enrolment cannot apply for the April admission Spring selection. Apply for either April admission Autumn selection or September admission selection. For Applications from Foreign Nationals, also refer to p.34.

## 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. 8. 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 early enough 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 (MA)" within the application period, input all necessary information, and upload all required documents.

## 3. Required Documents

- Submit your application documents by following the instructions below during the designated period.
- All forms are available on the ICU website:  
[ADMISSIONS>Graduate School>Applying>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 submit 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. If the institution uses a digital credential platform such as Parchment, documents may also be shared through that platform. (Please note that submission of these documents from the applicants is not acceptable.)

- Submission by post mail (only when the institution does not support email transmission or digital credential platforms)

The documents 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](mailto:gs-adm@icu.ac.jp)

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

#### Method of submission for a letter of recommendation

- Please check the website below for the online form required to submit a letter of recommendation.

[ADMISSIONS>Graduate School>Applying>How to Apply](#)

- If using the designated format, please download it from the ICU website listed below.

[ADMISSIONS>Graduate School>Applying>Admissions Handbook / Designated Forms](#)

### (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 a short term student (exchange, study abroad, etc. If the period is less than two months, submission is optional.).

- 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).
- Read also "1. Supplemental Information Regarding Application Documents" on p.33.

**(2) Certificate/Verification of (Prospective) Graduation for Bachelor's Degree 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).
- 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.13. It must be the date before March 31, 2027 (for April Admission) or August 31, 2027 (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.33.

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

- ◆ Applicants falling under (2) in Eligibility on p.13 (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.13:
  - 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.

**(3) English Proficiency documents (TOEIC) \* When submitting a TOEIC score as proof of English proficiency**

Applicants who have taken the TOEIC test in Japan must, in principle, submit their scores online through the official Public Test Score Confirmation Service provided by the Institute for International Business Communication (IIBC). If online submission is difficult due to circumstances such as having taken the test overseas, score reports sent directly from the TOEIC office to ICU will also be accepted.

For information about requests for scores, see "3. Requesting Official Scores of the English Proficiency Test (TOEIC)" on p.34.

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 of English Proficiency documents is exempted if applicants fall under the following categories:

- Applicants' first 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 (to be sent from the school directly to ICU Graduate School) to certify that the language of instruction was English. \*This is not applicable to ICUBA graduates.

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 submit a letter of recommendation via the online form designated by the graduate school.
- Typed in A4-size (free format).
- The format can be downloaded from the following ICU website:  
[ADMISSIONS>Graduate School>Applying>Admissions Handbook / Designated Forms](#)
- Please check the website below for the online form required to submit a letter of recommendation.  
[ADMISSIONS>Graduate School>Applying>How to Apply](#)

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

- Request ETS to send a score directly to ICU Graduate School.

2) Submission from the applicant

Submit the following documents via "Entry Form for Regular Students (MA)" on ICU Graduate School Admissions website. [ADMISSIONS>Graduate School>Applying>How to Apply](#)

\*The total file size of all following documents should not exceed 5MB.

**(1) Application Form (Excel) \*REQUIRED**

Download Application Form from ICU website

[ADMISSIONS>Graduate School>Applying>Admissions Handbook / Designated Forms](#)

**(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
- Not hiding the eye contour.
- Clear as passport quality
- Not using photo retouching **\*If the applicant's identity cannot be confirmed because of the altered photo, the applicant will not be allowed to take the interview examination.**

**(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.

[ADMISSIONS>Graduate School>Applying>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

- Research plan must be prepared by applicants themselves. Plagiarism checks might be carried out.

**(4) Passport and Residence Card Copy (PDF or digital photo) \*WHEN APPLICABLE**

- Non-Japanese applicants must submit a copy of the passport.
- Non-Japanese applicants who currently reside in Japan must submit a copy of both sides of the residence card.

**(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.

[ADMISSIONS > Graduate School > Applying > Admissions Handbook / Designated Forms](#)

- A copy of senior thesis
- 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)

\*Senior thesis written by applicants themselves is required. Plagiarism checks might be carried out.

**【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, single-authored)  
\*Term paper/class report is also acceptable. A new paper or thesis written specifically for the application is also 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 \*Except for those who can be exempted**

**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) and MyBest™ scores 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 and One Skill Retake will NOT be accepted.

**TOEIC**

- After completing the procedures for the above-mentioned Public Test Score Confirmation Service, applicants must submit a copy of the Official Score Certificate via the entry form.

Submission of English Proficiency documents is exempted if applicants fall under the following categories:

- Applicants' first 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 (to be sent from the school directly to ICU Graduate School) to certify that the language of instruction was English. \*This is not applicable to ICUBA graduates.

(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 "[ADMISSIONS > Graduate School > Applying > Admissions Handbook / Designated Forms](#)" to download the checklist.

**(Note)** Application documents required for applicants falling under category (11) in Eligibility on p. 13 are specified after the screening for eligibility confirmation.

➡ **Read also "D. Common Information" on p. 33.**

➡ **See p36. for 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 emailed after the announcement of decisions. Refer to the entrance procedure booklet or "ENTRANCE PROCEDURES GUIDE", which will be notified to accepted applicants. Please note that the entrance procedures for AY 2027 September Admissions are scheduled to change. Detailed information will be provided at the time of the admission decision.

Admissions Type	AY2027 April Admission	
	Autumn Selection	Spring Selection
<b>Deadline for Entrance Procedures</b>	Nov. 18 (Wed), 2026 Must be posted on or before this date	Mar. 8 (Mon), 2027 Must be posted on or before this date
<b>Necessary Documents and Fees for Entrance Procedures</b>	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	
<b>Deadline for Submission of Certificate of Graduation</b>	Apr. 9 (Fri), 2027	
	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.13: 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)	
<b>Deadline for Decline of Enrollment</b>	Mar. 31 (Wed), 2027	
	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	AY2027 September Admission	
	<b>Deadline for Entrance Procedures</b>	Jun. 15 (Tue), 2027      Submission of required documents and payment of matriculation or admission fee Aug. 10 (Tue), 2027      Payment of tuition and facilities fees for one term of the first academic year
<b>Necessary Documents and Fees for Entrance Procedures</b>	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	
<b>Deadline for Submission of Certificate of Graduation</b>	Sep. 3 (Fri), 2027	
	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.13: 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)	
<b>Deadline for Decline of Enrollment</b>	Aug. 31 (Tue), 2027	
	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 ([ea-group@icu.ac.jp](mailto:ea-group@icu.ac.jp)).

## 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.)

### i. 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.13). 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, 2027 (for April Admission) or by August 31, 2027 (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.

### ii. Procedures

Follow the procedures for **Master's Course Regular Students** (Refer to p.14). For details of the steps to follow, see p.8.

### iii. Required Documents

Required documents shall be in accordance with those for **Master's Course Regular Students** (refer to p. 14). However, the following documents must also be submitted.

#### 1) Submission directly from the third party

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

#### **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.33.

#### 2) Submission from the applicant

Submit the following documents via "Entry Form for Regular Students (MA)" on ICU Graduate School Admissions website: [ADMISSIONS](#)>[Graduate School](#)>[Applying](#)>[How to Apply](#)

\*The total file size of all following documents should not exceed 5MB.

#### **Copy of Academic Paper with English Summary (PDF) \*REQUIRED, In lieu of a copy of a senior thesis**

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.

[ADMISSIONS](#) > [Graduate School](#) > [Applying](#) > [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)

\*An academic paper written by applicants themselves is required. Plagiarism checks might be carried out.

**(Note)** Application documents required for applicants falling under category (11) in Eligibility on p.13 will be specified after the screening for eligibility confirmation.

Submit the following documents via "Apply for IB Teacher Advanced Certification Program" on ICU Graduate School Admissions website: [ADMISSIONS](#) > [Graduate School](#) > [Applying](#) > [How to Apply](#)

\*The total file size of all following documents should not exceed 5MB.

**(1) Resume (PDF) \*REQUIRED**

- A resume showing the applicant's work history including teaching experience written in English. (Submission of resume in Japanese is optional.)  
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.33.

**(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).

#### iv. Entrance Procedure

Follow the procedure for **Master's Course Regular Students** (Refer to p.19).

➡ **Read also "D. Common Information" on p.33.**

➡ **See p. 36 for 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.

AY2027 April Admission	AY2027 September Admission
(1) Those who possess or expect to possess a Master's or professional degree by March 31, 2027.	(1) Those who possess or expect to possess a Master's or professional degree by August 31, 2027.
(2) Those granted or expect to be granted a degree equivalent to a Master's or professional degree outside Japan by March 31, 2027.	(2) Those granted or expect to be granted a degree equivalent to a Master's or professional degree outside Japan by August 31, 2027.
(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, 2027.	(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, 2027.
(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, 2027.	(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, 2027.
(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, 2027.	(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, 2027.
(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, 2027. Applicants must submit the required documents by no later than June 13, 2026 for Autumn Selection and September 30, 2026 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, 2027. Applicants must submit the required application documents to the Graduate School by no later than January 6, 2027 for eligibility confirmation.

Applicants of foreign nationality who do not have a valid mid- to long-term residence status ('Student,' 'Permanent Resident,' etc., 'Temporary Visitor' is not eligible) by the time of enrolment cannot apply for the April admission Spring selection. Apply for either April admission Autumn selection or September admission selection. For Applications from Foreign Nationals, also refer to p.34.

## 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.8. 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 (requests are recommended early enough 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 (MA)” within the application period, input all necessary information, and upload all required documents.

## 3. Required Documents

- Submit your application documents by following the instructions below during the designated period.
- All forms are available on ICU website:  
[ADMISSIONS>Graduate School>Applying>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 submit 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. If the institution uses a digital credential platform such as Parchment, documents may also be shared through that platform. (Please note that submission of these documents from the applicants is not acceptable.)

- Submission by post mail (only when the institution does not support email transmission or digital credential platforms)

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](mailto:gs-adm@icu.ac.jp)

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

#### **Method of submission for a letter of recommendation/ consent**

- Please check the website below for the online form required to submit a letter of recommendation/ consent. [ADMISSIONS>Graduate School>Applying>How to Apply](#)

- If using the designated format, please download it from the ICU website listed below.

[ADMISSIONS>Graduate School>Applying>Admissions Handbook / Designated Forms](#)

### (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 a short-term student (exchange, study abroad, etc. If the period is less than two months, submission is optional.).

- 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.33.

**(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.22. It must be the date before March 31, 2027 (for April Admission) or August 31, 2027 (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.33.

**(3) English Proficiency documents (TOEIC) \* When submitting a TOEIC score as proof of English proficiency**  
Applicants who have taken the TOEIC test in Japan must, in principle, submit their scores online through the official Public Test Score Confirmation Service provided by the Institute for International Business Communication (IIBC). If online submission is difficult due to circumstances such as having taken the test overseas, score reports sent directly from the TOEIC office to ICU will also be accepted. For information about request for scores, see “3. Requesting Official Scores of the English Proficiency Test (TOEIC)” on p.34.

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 of English Proficiency documents is exempted if applicants fall under the following categories:

- Applicants’ first 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 (to be sent from the school directly to ICU Graduate School) 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 faculties is available on ICU website: [HOME>Academics>Faculty](#)
- The form can be downloaded from the following ICU website:  
[ADMISSIONS>Graduate School>Applying>Admissions Handbook / Designated Forms](#)
- The letter must be delivered directly from the faculty member to the ICU GSG via the designated submission form.
- Please check the website below for the online form required to submit a letter of recommendation.

[ADMISSIONS](#)>[Graduate School](#)>[Applying](#)>[How to Apply](#)

(5) **Letter of Recommendation \*OPTIONAL**

- Request the recommender who knows the applicant's academic ability, research ability, and future potential to submit a letter of recommendation via the online form designated by the graduate school.
- Typed in A4-size (free format).
- The format can be downloaded from the following ICU website:  
[ADMISSIONS](#)>[Graduate School](#)>[Applying](#)>[Admissions Handbook / Designated Forms](#)
- Please check the website below for the online form required to submit a letter of recommendation.  
[ADMISSIONS](#)>[Graduate School](#)>[Applying](#)>[How to Apply](#)

2) Submission from the applicant

Submit the following documents via “Entry Form for Regular Students (DR)” on ICU Graduate School Admissions website [ADMISSIONS](#)>[Graduate School](#)>[Applying](#)>[How to Apply](#)

\*The total file size of all following documents should not exceed 5MB.

(1) **Application Form (Excel) \*REQUIRED**

- Download Application Form from ICU website:  
[ADMISSIONS](#)>[Graduate School](#)>[Applying](#)>[Admissions Handbook / Designated Forms](#)

(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
- Not hiding the eye contour.
- Clear as passport quality
- Not using a photo retouching **\*If the applicant’s identity cannot be confirmed because of the altered photo, the applicant will not be allowed to take the interview examination.**

(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.

[ADMISSIONS](#)>[Graduate School](#)>[Applying](#)>[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

- Research plan must be prepared by applicants themselves. Plagiarism checks might be carried out.

(4) **Passport and Residence Card Copy (PDF or digital photo) \*WHEN APPLICABLE**

- Non-Japanese applicants must submit a copy of the passport.
- Non-Japanese applicants who currently reside in Japan must submit a copy of both sides of the residence card.

(5) **Copy of Master’s Thesis with English Summary \*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:

[ADMISSIONS](#)>[Graduate School](#)>[Applying](#)>[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)
- \*If the applicant's master's thesis is in a language other than Japanese or English, submit the following:
- A copy of master's thesis written 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 master's thesis (A4 size, Maximum 2,000 characters)

【Applicant who cannot submit a master's thesis must submit an alternative paper as per the following instructions】

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

- A copy of alternative academic paper (in English or Japanese, single-authored)  
\*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:**

\*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)

\*Master's thesis/academic paper written by applicants themselves is required. Plagiarism checks might be carried out.

(6) **Copy of published academic papers, book chapters, or conference papers** \*OPTIONAL

- If there are published academic papers, book chapters, or conference papers, they should be submitted as application documents (whether single-authored or co-authored, but in the case of co-authored works, the applicant's role and the sections written by them should be clearly indicated). If there are many of them, please submit the main achievements.
- This copy must have a cover page attached. Create a cover by using the format.

[ADMISSIONS](#)>[Graduate School](#)>[Applying](#)>[Admissions Handbook / Designated Forms](#)

(7) **English Proficiency documents** \* **Except for those who can be exempted**

**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) and MyBest™ scores 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 and One Skill Retake will NOT be accepted.

**TOEIC**

- After completing the procedures for the above-mentioned Public Test Score Confirmation Service, applicants must submit a copy of the Official Score Certificate via the entry form.

Submission of English Proficiency documents is exempted if applicants fall under the following categories:

- Applicants' first 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 (to be sent from the school directly to ICU Graduate School) to certify that the language of instruction was English.

**(8) 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.

**(9) Application Document Check list (PDF) \*REQUIRED**

Access ICU website "[ADMISSIONS](#)>[Graduate School](#)>[Applying](#)>[Admissions Handbook / Designated Forms](#)" to download the check list.

**(Note)** Application documents required for applicants falling under category (7) in Eligibility on p.22 will be specified after the screening for eligibility confirmation.

➡ **Read also "D. Common Information" on p.33.**

## 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 emailed after the announcement of decisions. Refer to the entrance procedure booklet or “ENTRANCE PROCEDURES GUIDE”, which will be notified to the accepted applicants. Please note that the entrance procedures for AY 2027 September Admissions are scheduled to change. Detailed information will be provided at the time of the admission decision.

Admissions Type	AY2027 April Admission	
	Autumn Selection	Spring Selection
Deadline for Entrance Procedures	Nov. 18 (Wed), 2026 Must be posted on or before this date	Mar. 8 (Mon), 2027 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	Apr. 9 (Fri), 2027	
	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	Mar. 31 (Wed), 2027	
	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	AY2027 September Admission	
Deadline for Entrance Procedures	Jun. 15 (Tue), 2027	Submission of required documents and payment of matriculation or admission fee
	Aug. 10 (Tue), 2027	Payment of tuition and facilities fees for one term of the first academic year
Necessary Documents and Fees for Entrance Procedures	<b>[Note] Accepted non-Japanese applicants who reside outside Japan:</b> Late May, 2027 Submission of application for Certificate of Eligibility Jun. 15 (Tue), 2027 Submission of required documents and payment of matriculation or admission fee Aug. 10 (Tue), 2027 Payment of tuition and facilities fees for one term of the first academic year	
	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	Sep. 3 (Fri), 2027	
	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	Aug. 31 (Tue), 2027	
	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.

Admission periods correspond with those 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.

Admission as a *kenkyusei* is decided based on a 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. Eligibility and Admission Screening

Application eligibility is the same as that of Doctoral Course Regular Students (see p.22). **Document screening only.** Follow the Admissions Schedule on p.7.

### 2. Procedures

Follow the procedures for Doctoral Course Regular Students (Refer to p.14). However, all documents submitted by the applicant must be uploaded via the "Entry Form (Research Student)". For details of the steps to follow, see p.8.

### 3. Required Documents

- Submit your application documents by following the instructions below during the designated period.
- All forms are available on ICU website:  
[ADMISSIONS > Graduate School > Applying > 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. If the institution uses a digital credential platform such as Parchment, documents may also be shared through that platform.

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

- Submission by post mail (only when the institution does not support email transmission or digital credential platforms)

The documents 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](mailto:gs-adm@icu.ac.jp)

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

**Method of submission for a letter of recommendation/ consent**

•Please check the website below for the online form required to submit a letter of recommendation/ consent.

[ADMISSIONS>Graduate School>Applying>How to Apply](#)

•If using the designated format, please download it from the ICU website listed below.

[ADMISSIONS>Graduate School>Applying>Admissions Handbook / Designated Forms](#)

**(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 a short-term student (exchange, study abroad, etc. If the period is less than two months, submission is optional.).
- Transcripts 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.33.

**(2) Certificate/Verification of (Prospective) Graduation for Master's Degree 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 applicant already graduated from the issuing school).
- The 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.22. It must be the date before March 31, 2027 (for April Admission) or August 31, 2027 (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.33.

**(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 an 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: [HOME>Academics>Faculty](#)
- The form can be downloaded from the following ICU website:  
[ADMISSIONS>Graduate School>Applying>Admissions Handbook / Designated Forms](#)
- The letter must be delivered directly from the faculty member to the ICU GSG via the designated submission form.
- Please check the website below for the online form required to submit a letter of recommendation.  
[ADMISSIONS>Graduate School>Applying>How to Apply](#)

**(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 submit a letter of recommendation via the online form designated by the ICU GSG.
- Typed in A4-size (free format).
- The format can be downloaded from the following ICU website:  
[ADMISSIONS>Graduate School>Applying>Admissions Handbook / Designated Forms](#)
- Please check the website below for the online form required to submit a letter of recommendation.  
[ADMISSIONS>Graduate School>Applying>How to Apply](#)

**(5) English Proficiency documents (TOEIC) \* When submitting a TOEIC score as proof of English proficiency**

Applicants who have taken the TOEIC test in Japan must, in principle, submit their scores online through the official Public Test Score Confirmation Service provided by the Institute for International Business Communication (IIBC). If

online submission is difficult due to circumstances such as having taken the test overseas, score reports sent directly from the TOEIC office to ICU will also be accepted. For information about request for scores, see “3. Requesting Official Scores of the English Proficiency Test (TOEIC)” on p.34.

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 of English Proficiency documents is exempted if applicants fall under the following categories:

- Applicants' first 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 (to be sent from the school directly to ICU Graduate School) 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.**

## 2) Submission from the applicant

Submit the following documents via “Entry Form for *Kenkyusei* (non-degree seeker)” on ICU Graduate School Admissions website [ADMISSIONS>Graduate School>Applying>How to Apply](#)

\*The maximum size of the uploadable files is up to 5MB in total.

### (1) Application Form (Excel) \*REQUIRED

- Download Application Form from ICU website:  
[ADMISSIONS>Graduate School>Applying>Admissions Handbook / Designated Forms](#)

### (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
- Not hiding the eye contour.
- Clear as passport quality
- Not using a photo retouching

**\*If the applicant's identity cannot be confirmed because of the altered photo, the applicant will not be allowed to take the interview examination.**

### (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.  
[ADMISSIONS>Graduate School>Applying>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
- Research plan must be prepared by applicants themselves. Plagiarism checks might be carried out.

**(4) English Proficiency documents \* Except for those who can be exempted**

**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) and MyBest™ scores 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 and One Skill Retake will NOT be accepted.

**TOEIC**

- After completing the procedures for the above-mentioned Public Test Score Confirmation Service, applicants must submit a copy of the Official Score Certificate via the entry form.

Submission of English Proficiency documents is exempted if applicants fall under the following categories:

- Applicants' first 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 (to be sent from the school directly to ICU Graduate School) to certify that the language of instruction was English.

**(5) 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.

**(6) Application Document Check list (PDF) \*REQUIRED**

Access ICU website [ADMISSIONS>Graduate School>Applying>Admissions Handbook / Designated Forms](#) to download the checklist.

**(7) Passport and Residence Card Copy (PDF or digital photo) \*WHEN APPLICABLE**

- Non-Japanese applicants must submit a copy of the passport.
- Non-Japanese applicants who currently reside in Japan must submit a copy of both sides of the residence card.

**(Note)** Application documents required for applicants falling under category (7) in Eligibility on p.22 will be specified after the screening for eligibility confirmation.

## 4. Entrance Procedure

Follow the procedure of Doctoral Course Regular Student (Refer to p.19).

➡ **Read also "D. Common Information" on p.33.**

## 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” envelop 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 / opened envelope
  - enclosed in an envelope and sealed not by the issuing organization but by applicants
- (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 in advance.
- (4) If the name on the applicant’s certificates differs from the applicant’s current name due to marriage or any other reasons, 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/ Master’s degree, transcripts from all previous schools must be submitted (must be sent from the schools directly to ICU Graduate School).
- (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	<b>Credit Card</b> (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"><li>1. In addition to the application fee, an administrative fee will be charged (Regular students JPY1,005, <i>Kenkyusei</i> JPY762).</li><li>2. Application will not be completed until the payment has been made. Make sure to make the payment well in advance of the deadline.</li><li>3. Once the application fee and administrative fee are paid, they are not refundable for any reason.</li><li>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.</li></ol>

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

When submitting a TOEIC score as proof of English proficiency, the Official Test Score (valid only if taken within two years prior to the final day of the application period) must be arranged in accordance with the instructions below. In addition, applicants must enter the test date and the date on which the Official Score was requested to be sent in the relevant section of the application form.

#### TOEIC (Test of English for International Communication)

##### 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**

If the Official Score Certificate is to be sent directly to the ICU Graduate School through the official score report direct delivery system provided by the test administrator, the Institute for International Business Communication (IIBC), applicants should refer to the TOEIC website, “TOEIC Listening & Reading Test Official Score Direct Reporting Service Guidelines” (<http://www.iibc-global.org/toEIC/test/lr/guide04/score/>) for details, and specify the recipient as indicated below.

- 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”

As for TOEIC tests 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.**

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

### 4. Applications from Foreign Nationals

Applicants of foreign nationality who do not have a valid mid- to long-term residence status ('Student,' 'Permanent Resident,' etc., 'Temporary Visitor' is not eligible) by the time of enrolment cannot apply for the April admission Spring selection. Apply for either April admission Autumn selection or September admission selection.

Please read the following points carefully before application:

- 1) Submit a copy of applicants' passport (all pages describing personal information) and residence card (required only for residents in Japan, front and back side) .
- 2) Prospective applicants 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, except those enrolling as auditors, are generally required to obtain a “Student” visa (“Ryugaku” visa). Detailed instructions on how to promptly obtain a “Student” visa will be provided directly to accepted applicants by email from the Support Gyoseishoshi Corporation ICU Team, which is commissioned by the University, after the admission results are announced.

The Support Gyoseishoshi Corporation will apply on behalf of accepted applicants residing outside Japan for the issuance of the “Certificate of Eligibility for Status of Residence” (CoE) by the Immigration Services Agency of Japan. Once the CoE is issued and sent electronically to the Support Gyoseishoshi Corporation, it will be forwarded to the accepted applicants. Applicants should then apply for a “Student” visa at the nearest Japanese Embassy or Consulate by presenting the CoE. The “Student” visa is usually issued a few days after the application.

After admitted, applicants who complete the entrance procedures, ICU applies for CoE as stated in above. Please note that the tentative deadlines for submitting the documents required for the CoE application are mid-November 2026 for April entrants admitted through the Autumn Selection, and late May 2026 for September entrants. These deadlines are earlier than those for other entrance procedures. For details, see the “Entrance Procedures” section on p.19 or p.28.

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 specific required minimum amount will be announced at the time of the admission result notification. As a general reference, applicants should be able to demonstrate funds exceeding 1,560,000 JPY (130,000 JPY × 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 form). Currency on referential documents may be other than JPY or USD if it is difficult to obtain such documentation.

A) Bank Certificate of Deposit Balance

An official certificate issued by a bank (e.g., a PDF downloaded from online banking). The certificate must clearly include:

- the bank’s official letterhead (bank name, logo, and address or contact information),
- the account holder’s name (applicant or financial sponsor),
- the account balance demonstrating sufficient funds,
- the currency type (e.g., JPY, USD), and
- the date of issue (must be issued within three months prior to submission).

\*Bank stamps or handwritten signatures are not required.

B) Official Scholarship/Grant Document

If you are receiving funding from a government or organization, submit an official document issued by that organization. The document must clearly state:

- the funding period, and
- the scholarship/grant amount (in JPY or USD).

[Documents that Cannot Be Accepted (Examples)]

- Screenshots of online banking pages or mobile app displays
- Data files without an official bank letterhead (logo and contact information)
- ATM receipts
- Tax certificates
- Income tax payment certificates
- Proof of income documents

- 4) Students are able to take Japanese Language Program (JLP) at ICU after entrance. JLP course grades will appear on your transcript, but the credits earned do not count as necessary credits to acquire Master’s / Ph.D. degree.

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).

## 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	<i>Kenkyusei</i>	Regular Student	<i>Kenkyusei</i>	
AY2027 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)
AY2027	Tuition fee (annual)	JPY 906,000		JPY 906,000		JPY 420,000
	Facilities fee (annual)	JPY 345,000		JPY 459,000		JPY 345,000
AY2028	Tuition fee (annual)	JPY 906,000		JPY 906,000		JPY 420,000
	Facilities fee (annual)	JPY 345,000		JPY 459,000		JPY 345,000
AY2029	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.

\* The method of payment for tuition and facilities fees after enrollment shall be provided separately after enrollment.

## 6. 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.

### ○ **ICU Torch Relay Graduate School Scholarship for New Students (limited to students in the master's program)**

This scholarship program provides assistance to prospective students who have a strong desire to study at ICU Graduate School but need financial support prior to and after matriculation. There are no repayment obligations, and awardees are exempted from payment of one-third of the annual tuition and facilities fee due in their first year at ICU Graduate School. Students applying for the Graduate School master's program are eligible to apply. Those who perform especially well academically will be exempted from all or 2/3 of the annual tuition (limited to several students).

Applications for this scholarship will be accepted only during the application period for admission to the Graduate School master's program. Those seeking this scholarship should read the Application Guidelines on the website below very carefully and submit the required documents via the designated scholarship application form:

Japanese URL: <https://www.icu.ac.jp/admissions/finance/gs/#tabbtn1>

English URL: <https://www.icu.ac.jp/en/admissions/finance/gs/#tabbtn1>

### ○ **Scholarships that granted by the Japanese government**

This scholarship program requires a certain level of language ability in either Japanese or English. For details refer to the ICU Website below:

<https://www.icu.ac.jp/en/admissions/finance/gs/#tabbtn7>

### ○ **Other Scholarships**

For other scholarships, please refer to the ICU website below:

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

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

## 7. 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.

## 8. 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 Disabilities. 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/gsg/measure/>.

### Application Deadline:

April Admission Autumn Selection: Tuesday, June 30, 2026

April Admission Spring Selection: Friday, October 16, 2026

September Admission: Friday, January 8, 2027

## 9. Handling of Personal Information

Personal information submitted during the application process will be used solely for purposes related to admissions, such as document screening, correspondence with applicants, notification of admissions results, enrollment procedures, and other related administrative or public relations activities.

Some of the tasks mentioned above may be outsourced to third-party service providers contracted by International Christian University (ICU). In such cases, personal information may be provided in whole or in part to these contractors. ICU ensures that all contractors are bound by agreements that require compliance with the Act on the Protection of Personal Information (APPI), relevant laws and regulations, and applicable guidelines. ICU also exercises appropriate supervision over these contractors to ensure that necessary and proper security measures are in place to prevent unauthorized access, alteration, leakage, or loss of personal information.

Additionally, data collected through the admissions process may be used for statistical analysis and research related to admissions. Such research may be conducted internally at ICU or outsourced to a trusted agency under strict confidentiality agreements.

Further information about ICU's policy on the protection of personal information can be found at:

<https://www.icu.ac.jp/en/policy/>

## 10. Security Export Control

In accordance with the Foreign Exchange and Foreign Trade Act and other related laws and regulations, ICU has established the "International Christian University Export Control Regulations" and implements export control for security purposes. If an applicant falls under the scope of these regulations, the applicant may not be able to receive the desired education or conduct the desired research, or may be requested to change the content of their education or research.

For more information on security trade control, please refer to the following website of the Ministry of Economy, Trade and Industry (METI).

METI Website: <https://www.meti.go.jp/policy/anpo/securityexportcontrol1.html>

## 11. Special Provisions for Students Affected by Large-Scale Disaster

If you are affected by national disasters designated in this National Disaster Relief 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.

<https://www.icu.ac.jp/en/admissions/undergraduate/other/>

## Declaration of Non-Discrimination

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

### **International Christian University Graduate School Group**

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

EMAIL: [gs-adm@icu.ac.jp](mailto:gs-adm@icu.ac.jp)

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