

INTERNATIONAL CHRISTIAN UNIVERSITY

Graduate School of Arts and Sciences

Master's Course & Doctoral Course

AY2020 Admissions Handbook

Updated in June, 2019 (Revised)



ICU provides special accommodation for disaster victims in the Great East Japan Earthquake, 2016 Kumamoto Earthquake, Disasters caused by the heavy rain event in July 2018, and the 2018 Hokkaido Eastern Iburi Earthquake, specified by the National Disaster Relief Act. If you are a disaster victim of an earthquake designated in this Act, you may be eligible for special support in application documents, application fee, tuition, and others. For details, check the ICU Website and follow the necessary procedures.

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I. Graduate School Programs Accepting Applicants in 2020

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 professor's specialization / courses offered / the degree conferred in each program. When considering which Programs / Areas to choose, it is recommended that prospective applicants contact and consult with faculty whose field of specialization is related to their research plan or desired field of study, because research guidance received from faculty is important in Graduate School.

【Notice to Applicants for the Natural Sciences Program】

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

2. KENKYUSEI (Special Students)

Kenkyusei are those who have already received a Master's degree or the equivalent and wish to take specified subjects or receive research instruction at the Graduate School of Arts and Sciences. (Refer to p.30)

II. Policies

1. Diploma Policy

Master's Course, Graduate School of Arts and Sciences

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

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

Doctoral Course, Graduate School of Arts and Sciences

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

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

2. Curriculum Policy

Master's Course, Graduate School of Arts and Sciences

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

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

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

Doctoral Course, Graduate School of Arts and Sciences

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

1. In "Advanced Research" courses, faculty individually advise students through readings and discussions of text and discussions based on students' study plans.

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

3. Admissions Policy

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

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

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

Master's Course, Graduate School of Arts and Sciences

Education and Psychology

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

Public Policy and Social Research

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

Comparative Culture

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

future of humankind and ethics through the unification of a liberal arts spirit and a high level of training in the humanities.

Natural Sciences

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

Doctoral Course, Graduate School of Arts and Sciences

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

III. About the ICU Graduate School

1. ACCREDITATION

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

2. ACADEMIC YEAR

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

3. CLASSES

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

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

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

4. LANGUAGE OF INSTRUCTION

The language of instruction is either Japanese or English. In principle, students who have no or little proficiency in the Japanese language are recommended to take one of the Japanese Language Programs courses (JLP) at ICU after entrance. They are encouraged to acquire proficiency in both languages to be able to do coursework in either language.

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

The following indicates the schedule from application to notification of admission. The documentary screening for the first screening will be followed by an interview for the second screening.

*ICU GSG = ICU Graduate School Group

Schedule	AY2020 April Admission		AY2020 September Admission
	Autumn Selection	Spring Selection	
Application Period	Application Period: 2019/8/14 (Wed) 10:00 (JST) – 8/28 (Wed) 17:00 (JST) (Application documents for submission by postal mail must reach ICU GSG by 8/30 (Fri))	Application Period: 2019/11/29 (Fri) 10:00 (JST) – 12/11 (Wed) 17:00 (JST) (Application documents for submission by postal mail must reach ICU GSG by 12/13 (Fri))	Application Period: 2020/2/17 (Mon) 10:00 (JST) – 3/11 (Wed) 17:00 (JST) (Application documents for submission by postal mail must reach ICU GSG by 3/13 (Fri))
	【Note】For April Admission, foreign-national applicants who reside outside Japan can apply only for the Autumn Selection. See p.35 “4. Application from Overseas” for details.		
	Submission of “Entry Form” and payment of the application fee must be completed within the application period above. Application documents for submission by postal mail <u>must reach ICU GSG by the deadline</u> . After application is accepted, an email of application completion notice with application number will be sent to the email address registered through “Entry Form”.		
First Screening (Documentary screening) Result Notification	2019/9/27 (Fri) at 11:00 (JST)	2020/1/30 (Thu) at 11:00 (JST)	2020/4/17 (Fri) at 11:00 (JST)
	<u>Applicants for Master's Course Regular Student and Doctoral Course Regular Student:</u> Application number of applicants who passed the first screening will be posted on ICU website “News” page (https://www.icu.ac.jp/en/admissions/gsl/). <u>Applicants for Master's Course Kenkyusei:</u> Application number of successful applicants who passed the screening will be posted on ICU website “News” page (https://www.icu.ac.jp/en/admissions/gsl/) on the date/time of “Admissions Decision Notification” indicated below.		
Second Screening (Interview) Schedule	2019/10/1 (Tue) Alternate date: 10/3 (Thu)	2020/2/4 (Tue) Alternate date: 2/8(Sat)	2020/4/21 (Tue) Alternate date: 4/25(Sat)
	Only applicants who passed the first screening will receive the second screening details such as the reporting time and place through email which will be sent to the email address registered through “Entry Form”. Second screening may be postponed to the designated alternate date under the decision of ICU.		
Admissions Decision Notification	2019/10/15 (Tue) at 11:00 (JST)	2020/2/18 (Tue) at 11:00 (JST)	2020/5/15 (Fri) at 11:00 (JST)
	On this date/time, application number of successful applicants will be posted on ICU website “News” page (https://www.icu.ac.jp/en/admissions/gsl/). Notification of Acceptance and entrance procedures documents will be sent via registered express mail to their mailing address entered on Application Form.		

V. Application – Steps to Follow

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

1

Before Application *Read carefully and prepare well in advance

1. Careful reading of Admissions Handbook

- 1) Read “International Christian University Graduate School AY2020 Admissions Handbook” (this booklet) carefully and check application eligibility and application documents.

2. Check your computer etc.

- 1) Personal computer will be needed since all steps of ICU Graduate School Admissions such as application procedures and results notification will be done through online. We do not recommend tablets or mobile devices for application. Note that the browser specification differs between “Entry Form” and “Application Fee Payment Website”. If you do not have a computer at home, make sure you have an access to one with the browser specification 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: Mozilla Firefox, Internet Explorer, Safari (Mac only)

▼ Other requirements:

The latest version of Adobe Acrobat Reader DC is needed for viewing and inputting the Application Form (fillable PDF file). Download the latest version of Adobe Acrobat Reader DC prior to application. Do NOT use 'Preview' 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 to secure the environment to print out the application form. If you do not have a printer at home, make sure you have one available at school, or convenience stores, etc.
- 3) You need your email address to use for communication regarding application. Make sure you have the email account you frequently check and keep it accessible until the admissions procedure is completed. When you set domain reception settings, make sure to change your setting to receive the emails from “@icu.ac.jp”.



Preparing Application Documents

1. Preparing Application Documents

Prepare the required application documents instructed in this Admissions Handbook.

Note that, according to the procedures, application documents need to be submitted by either of the following method; online submission, submission by postal mail, and submission directly from the third party.

- 1) Those who are required to submit TOEFL, IELTS, or TOEIC score must request the test-conducting institution to send your official score to ICU. It is strongly recommended to do this 2 months in advance of application period as it may take time.
- 2) Obtain necessary documents such as your transcripts and recommendation letters.
- 3) Prepare necessary papers such as research plan, thesis, and academic papers.
- 4) 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 desktop, then print it out.

◁ Important Notes for inputting / saving / printing the Application Form ▷

- ▼ Use the latest version of Adobe Acrobat Reader DC when opening "Application Form" file and filling it in.
- ▼ Do NOT use 'Preview' App (when using Mac) and/or internet browser when opening/filling in the Application Form. Note that sometimes PDF file is open automatically with "Preview" App or internet browser depending on the computer settings.
- ▼ Use only single-byte character for input, unless otherwise instructed (most sections must be filled out with alphabets and numbers only). Characters / letters which are not instructed may not be displayed correctly on the Application Form. See "Application Form Sample" when inputting Application Form.
- ▼ When saving the "Application Form" file, do not use "Print" menu but save it from the menu "File" > "Save As" of Adobe Acrobat Reader DC.
- ▼ Print single-sided on A-4 size paper.
- ▼ Check whether the printed document shows all the information you input. When all or some parts are missing on print, it means the input characters / letters do not follow the instructions. Read the instructions and sample carefully and revise your input when necessary.

- 5) Prepare your portrait photo (size: 4cm x 3cm) that meets the following conditions. Digital file cannot be accepted. Write down your name on the backside of the photo.
 - Both Color/Black & White are acceptable
 - Taken within the last 3 months
 - No other person should be in the photo
 - Taken in full-face view directly facing the camera, no hats, against a plain white background
 - Taken in free of shadows
 - Clear as passport quality
 - Not using a photo retouching
- 6) You need a credit card to pay the application fee. Make sure to check the applicable cards in advance (see p.34 for details).



Online Entry and Payment

Online Entry and Payment

Access

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

Open “How to Apply” and access “Entry Form” and “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. Submit Entry Form and Documents for Online Submission

- 1) Access “Entry Form” (available only within application period) of the URL above.
- 2) Follow the instructions and input necessary information.
- 3) Follow the instructions and upload the Application Documents for Online Submission listed below. All files must be converted in PDF format.
 - Application Form
 - Research Plan
 - English Summary of the Research Plan
 - Japanese Summary of the Research Plan (optional)
- 4) (Optional) 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 are correct, then click on “送信する”.
To revise the information, click “戻る” to go back to the previous page and revise.
* When you see the text “入力内容をご確認ください” in red on this page, that means you have input error in the fields colored in red, so input the correct information accordingly.
- 7) Submission will be completed when you see the message “Your entry form has been submitted.”
Print out the application form you have uploaded in order to submit it by postal mail (A4 size, single-sided printing).
- 8) An automatic-reply email message will be sent to the email address you have registered, so make sure to check it. If you do not receive this email, please contact ICU GSG.
Make sure you frequently check the emails from ICU GSG (gs-adm@icu.ac.jp) in your mailbox and keep it accessible until the admissions procedure is completed.

2. 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.34 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 "Result" page.

< NOTE >

Make sure to complete all steps instructed above by 17:00 (JST) on the final day of the application period. Your application will NOT be accepted if any of the steps is not completed by the deadline.

< 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.

Submitting Application Documents by Postal Mail

Submitting Application Documents by Postal Mail

It is strongly recommended to submit Application Documents by Postal Mail in advance with plenty of time since it may take long to deliver postal mail from your country of residence to ICU. Completing this step earlier than online entry and payment would also be acceptable.

1. Prepare to send by Postal Mail

- 1) Paste your portrait photo on the designated place of the Application Form you printed out.
- 2) Download and print out the "Application Documents Checklist" from ICU website <https://www.icu.ac.jp/en/admissions/gs/exam/> (click "Admissions Handbook / Designated Forms").
- 3) Check if all the Application Documents for Submission by Postal Mail are ready, according to the "Application Documents Checklist", and put check marks on the list.
- 4) Prepare an envelope that can enclose A4-size documents without folding.

2. Enclose and Send

Enclose the documents to the envelope and send it to the address below by registered express mail.

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

< NOTE >

Application documents for submission by postal mail must reach ICU GSG by the deadline. Delayed submission or submission by hand to the office of ICU GSG is NOT acceptable.

< NOTE >

When applicants wish to apply for multiple courses, prepare each set of the application documents required for each course, and complete all procedures (online entry, application fee payment, and submission of Application Documents for Submission by Postal Mail) respectively.

After the application is accepted

Application will be accepted after all procedures instructed above are completed by the deadline and after ICU GSG admissions staff confirms all of the required documents are submitted. Confirming the documents by ICU GSG may take time. After the application is accepted, an email of application completion notice with application number will be sent to the email address registered through the "Entry Form", so be sure to check it.

Inquiries about ICU Graduate School Admissions

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

[Office Hour] 9:30-12:00 / 13:00-16:30 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 Procedures

A. Master's Course REGULAR STUDENTS

1. Eligibility

Applicants must fulfill ONE of the following conditions.

AY2020 April Admission	AY2020 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, 2020.	(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, 2020.
(2) Those who have been granted or expect to be granted a Bachelor's degree from the NIAD-UE (the National Institution for Academic Degrees and University Evaluation) by March 31, 2020.	(2) Those who have been granted or expect to be granted a Bachelor's degree from the NIAD-UE (the National Institution for Academic Degrees and University Evaluation) by August 31, 2020.
(3) Those who have completed or expect to complete 16 years of school education outside Japan by March 31, 2020.	(3) Those who have completed or expect to complete 16 years of school education outside Japan by August 31, 2020.
(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, 2020.	(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, 2020.
(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, 2020.	(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, 2020.
(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, 2020.	(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, 2020.
(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, 2020. ii. They are expected to attain more than 110 credits by March 31, 2020. (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, 2020. ii. They are expected to attain more than 110 credits by August 31, 2020. (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, 2020. Applicants must submit the required documents by no later than June 17, 2019 for Autumn Selection and November 1, 2019 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, 2020. Applicants must submit the required application documents by no later than January 10, 2020 to confirm eligibility.

For applicants who wish to participate in IB Teacher Advanced Certification Program, refer to p.18.

For applicants from overseas, also refer to p.35.

2. Procedures

Application procedures and results notification will be done through online. Follow the instructions below to complete the necessary procedures within the deadline for each step. For details of the steps to follow, see p.7. According to the procedures, application documents need to be submitted by either of the following method; 1) online submission, 2) submission by postal mail, and 3) submission directly from the third party.

1. Access "Entry Form" within the application period, input all necessary information, upload **Application Documents for Online Submission**, and submit. Also, complete the application fee payment within the application period through the "Application Fee Payment Website."
2. **Application Documents for Submission by Postal Mail** should be sent along with the "Application Documents Checklist" to the ICU Graduate School Group (ICU GSG) by registered express mail, which must reach ICU GSG by the deadline. We recommend applicants to send documents well ahead of the deadline to allow for any delay, especially for international delivery.
3. Request the appropriate institution/person to send **Application Documents to be Sent Directly from the Third Party**. Be sure to have them reach ICU GSG by the deadline (it is recommended to request 2 months in advance of application period).

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

- ✓ Submit "Entry Form" and Application Documents for Online Submission respectively for each course you wish to apply and complete the payment respectively.
- ✓ As for Application Documents for Submission by Postal Mail, prepare each set of documents required for each course and send them in separate envelopes to the ICU GSG.
- ✓ As for Application Documents to be Sent Directly from the Third Party, request the documents necessary for each course respectively.

3. Required Documents

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

1) Application Documents for Online Submission

Submit application documents below through "Entry Form".

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

(1) Application Form (PDF) *REQUIRED

- Download Application Form from ICU website <https://www.icu.ac.jp/en/admissions/gs/exam/> (click "Admissions Handbook / Designated Forms") and input necessary information. (No need to paste your portrait photo in digital)

(2) Research Plan (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.
- Typed in A4-size (free format). Must be converted and submitted in a PDF file format. Make sure the text is not garbled.

- Maximum length is 4,000 characters in Japanese, or 3,000 words in English, excluding bibliography.
- Attach a cover page. The format of the cover page can be downloaded from the following ICU website. Create a cover by using the format.
<https://www.icu.ac.jp/en/admissions/gs/exam/> (click "Admissions Handbook / Designated Forms")

(3) English Summary of the Research Plan (PDF) ***REQUIRED**

- Write a summary of the research plan in English.
- Typed in A4-size (free format). Must be converted and submitted in a PDF file format. Make sure the text is not garbled.
- Maximum length is 1,000 words.
- Attach a cover page. The format of the cover page can be downloaded from the following ICU website. Create a cover by using the format.
<https://www.icu.ac.jp/en/admissions/gs/exam/> (click "Admissions Handbook / Designated Forms")
- Submission of a Japanese Summary of the research plan is optional. When submitting, attach a cover accordingly as well.

2) Application Documents for Submission by Postal Mail

Enclose the documents below along with "Application Documents Checklist"* in an envelope and send the envelope by registered express mail.

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

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

(1) Application Form ***REQUIRED**

- Print out the application form you uploaded on "Entry Form" (A4 size, single-sided printing) and paste your portrait photo (check details on p.8) on the designated place.

(2) Official University Transcript in English (sealed by school officials) ***REQUIRED**

- Applicants are required to send transcripts from all the institutions they have enrolled in, including institutions they have transferred to/from, and institutions they have attended as an exchange student.
- Transcript must be issued within 3 months from the application start date (transcript issued more than 3 months ago is acceptable if applicant already graduated from the issuing school).
- Transcript must be submitted in sealed envelope without opening (the issuing school encloses it in an envelope, glues the flap closed and affixes their official seal or stamp). It will be deemed invalid if it is not enclosed in an envelope or enclosed in an opened envelope.
- Read also "1. Supplemental Information Regarding Application Documents" on p.33.

(3) Certificate of (Prospective) Graduation in English (sealed by school officials) ***REQUIRED**

- Certificate must be issued within 3 months from the application start date (certificate issued more than 3 months ago is acceptable if applicant already graduated from the issuing school).
- Certificate must be submitted in sealed envelope without opening (the issuing school encloses it in an envelope, glues the flap closed and affixes their official seal or stamp). It will be deemed invalid if it is not enclosed in an envelope or enclosed in an opened envelope.
- Certificate must clearly show the year/month/date of (prospective) graduation and the (expected) degree conferred. If the degree name is not shown on the graduation certificate, the degree certificate needs to be submitted additionally.
- Year/month/date of (prospective) graduation must meet the application eligibility specified on p.11.

It must be the date before March 31, 2020 (for April Admission) or August 31, 2020 (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.11 (Those granted or expect to be granted a Bachelor's degree from NIAD-UE):
 - 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-UE 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.11:
 - 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.

(4) Copy of Senior Thesis *REQUIRED

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

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

Submit the printed copies (not original) because the papers will not be returned once submitted.

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

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

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

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

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

*Not applicable when applicants have already graduated

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

(5) Copy of "Result" page printed from "Application Fee Payment Website" *REQUIRED

- Through "Application Fee Payment Website", complete the payment of application fee and print out "Result"

page.

(6) Passport Copy *WHEN APPLICABLE

- Submission is required only for those who reside outside of Japan and wish to be interviewed via Skype for the second screening.
- Copy should include the page with applicant information and visa status.
- Non-Japanese applicants who have visited Japan before must submit a copy of the passport page with entry/departure stamp.
- Japanese applicants who currently reside outside of Japan must submit a copy of the passport page with entry/departure stamp which certifies that they currently reside outside of Japan.

(7) Letter of Recommendation from the advisor at the university/college the applicant attended *OPTIONAL

- The letter must be either delivered by the applicant without opening the sealed envelope enclosing the letter, or delivered directly from the advisor to the ICU GSG.*
*In case of direct delivery from the advisor, the letter can be submitted as email attachment via email to gs-adm@icu.ac.jp.
- Typed in A4-size (free format).
- The form can be downloaded from the following ICU website: <https://www.icu.ac.jp/en/admissions/gs/exam/> (click "Admissions Handbook / Designated Forms").

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

(9) Application for ICU Torch Relay Graduate School Scholarship for New Students *OPTIONAL

See p.39 for details.

3) Application Documents to be Sent Directly from the Third Party

Request the appropriate institution/person to send the documents below.

(1) English Proficiency documents *WHEN APPLICABLE

Submit TOEFL, IELTS or TOEIC official test score directly from the test-conducting institution to the ICU Graduate School. For information about request for scores, see "3. Requesting Official Scores of the English Proficiency Test (TOEFL/IELTS/TOEIC)" on p.34.

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

(NOTE) TOEFL ITP (Institutional Testing Program), IELTS General Training module, TOEIC IP (Institutional Program) will NOT be accepted.

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

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

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

- The scores for test(s) taken more than two years before the application start date are deemed invalid.
- Only TOEIC Listening&Reading Test score is accepted. TOEIC Speaking&Writing Test score is not required.

- All test scores must be sent to ICU Graduate School directly from the test-conducting institutions. 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.

(Note) Application documents required for applicants falling under category (11) in Eligibility on p.11 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 mailed to the accepted applicants with the notification of acceptance. Refer to the entrance procedure booklet or entrance procedure website, which will be sent to accepted applicants.

Admissions Type	AY2020 April Admission	
	Autumn Selection	Spring Selection
Deadline for Entrance Procedures	2019/11/21 (Thu)	2020/3/13 (Fri)
Necessary Documents and Fees for Entrance Procedures	1. Submission of "Good Conduct Surety" and other admission documents 2. Payment of matriculation fee or admission fee 3. Payment of tuition and facilities fees for one term of the first academic year	
Deadline for Submission of Certificate of Graduation	2020/4/13 (Mon)	
	1. Those who applied <u>BEFORE</u> completing their degree are required to submit an official certificate of graduation. (Not required for ICU graduates) 2. For applicants falling under (10) in Eligibility for Master's course (Those who have attended university for more than three years...) on p.11: i. Certificate of Withdrawal (proving a Bachelor's degree cannot be obtained from the university they currently attend) ii. Transcripts (Not required for ICU CLA students)	
Deadline for Decline of Enrollment	2020/3/31 (Tue)	
	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	AY2020 September Admission	
	Deadline for Entrance Procedures	2020/6/15 (Mon) Submission of required documents and payment of matriculation or admission fee
[Note] Accepted non-Japanese applicants who reside outside Japan: 2020/5/29 (Fri) Submission of application for Certificate of Eligibility 2020/6/15 (Mon) Submission of required documents and payment of matriculation or admission fee 2020/8/7 (Fri) Payment of tuition and facilities fees for one term of the first academic year		
Necessary Documents and Fees for Entrance Procedures	1. Submission of "Good Conduct Surety" and other admission documents 2. Payment of matriculation or admission fee 3. Payment of tuition and facilities fees for one term of the first academic year	
Deadline for Submission of Certificate of Graduation	2020/8/7 (Fri)	
	1. Those who applied <u>BEFORE</u> completing their degree are required to submit an official certificate of graduation. (Not required for ICU graduates) 2. For applicants falling under (10) in Eligibility for Master's Course (Those who have attended university for more than three years...) on p.11: i. Certificate of Withdrawal (proving a Bachelor's degree cannot be obtained from the university they currently attend) ii. Transcripts (Not required for ICU CLA students)	
Deadline for Decline of Enrollment	2020/8/31 (Mon)	
	When accepted applicants decline enrollment after going through admission procedures, the one-term tuition and facilities fees paid for the first academic year (excluding matriculation fee/admission fee) will be refunded. For details, please refer to "Regarding Enrollment Withdrawal / Refund of tuition and Facilities Fees" section of the booklet or website.	

5. Auditors

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

6. IB Teacher Advanced Certification Program

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

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

1) Eligibility

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

- (a) Those who fulfill one of the eligibility conditions of Master's course regular students (specified on p.11). 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, 2020 (for April Admission) or by August 31, 2020 (for September Admission). *The period of leave cannot be included in the total year of experience. However, the period of teaching as part-time teacher can be included in the total year of experience.
- (c) Those who have a teaching certificate or an equivalent qualification in Japan or in another country.

2) Admission Screening and Schedule

Follow the Admissions Schedule on p.6.

3) Procedures

Follow the procedures for Master's Course Regular Students (Refer to p.12). For details of the steps to follow, see p.7.

4) Required Documents

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

1) Application Documents for Online Submission

Submit application documents below through "Entry Form".

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

(1) Application Form (PDF) *REQUIRED

- Download Application Form from ICU website <https://www.icu.ac.jp/en/admissions/gs/exam/> (click "Admissions Handbook / Designated Forms") and input necessary information. (No need to paste your portrait photo in digital)

(2) Research Plan (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.
- Typed in A4-size (free format). Must be converted and submitted in a PDF file format. Make sure the text is not garbled.
- Maximum length is 4,000 characters in Japanese, or 3,000 words in English, excluding bibliography.
- Attach a cover page. The format of the cover page can be downloaded from the following ICU website. Create a cover by using the format. <https://www.icu.ac.jp/en/admissions/gs/exam/> (click "Admissions Handbook / Designated Forms")

(3) English Summary of the Research Plan (PDF) *REQUIRED

- Write a summary of the research plan in English.
- Typed in A4-size (free format). Must be converted and submitted in a PDF file format. Make sure the text is not garbled.
- Maximum length is 1,000 words.
- Attach a cover page. The format of the cover page can be downloaded from the following ICU website. Create a cover by using the format. <https://www.icu.ac.jp/en/admissions/gs/exam/> (click "Admissions Handbook / Designated Forms")
- Submission of a Japanese Summary of the research plan is optional. When submitting, attach a cover accordingly as well.

2) Application Documents for Submission by Postal Mail

Enclose the documents below along with "Application Documents Checklist"* in an envelope and send the envelope by registered express mail.

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

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

(1) Application Form *REQUIRED

- Print out the application form you uploaded on "Entry Form" (A4 size, single-sided printing) and paste your portrait photo (check details on p.8) on the designated place.

(2) Official University Transcript in English (sealed by school officials) *REQUIRED

- Applicants are required to send transcripts from all the institutions they have enrolled in, including institutions they have transferred to/from, and institutions they have attended as an exchange student.
- Transcript must be submitted in sealed envelope without opening (the issuing school encloses it in an envelope, glues the flap closed and affixes their official seal or stamp). It will be deemed invalid if it is not enclosed in an envelope or enclosed in an opened envelope.
- Read also "1. Supplemental Information Regarding Application Documents" on p.33.

(3) Certificate of Graduation in English (sealed by school officials) *REQUIRED

- Certificate must be submitted in sealed envelope without opening (the issuing school encloses it in an envelope,

glues the flap closed and affixes their official seal or stamp). It will be deemed invalid if it is not enclosed in an envelope or enclosed in an opened envelope.

- Certificate must clearly show the year/month/date of graduation and the degree conferred. If the degree name is not shown on the graduation certificate, the degree certificate needs to be submitted additionally.
- Read also "1. Supplemental Information Regarding Application Documents" on p.33.
- Applicants falling under (2) in Eligibility on p.11 (Those granted a Bachelor's degree from NIAD-UE) must submit the degree certificate.

(4) Resume *REQUIRED

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

(5) 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 (3)" on p.33.

(6) 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 (3)" on p.33.

(7) 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).

(8) Copy of Research Paper *REQUIRED

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

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

Submit the printed copies (not original) because the papers will not be returned once submitted.

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

In case the applicant does not have a research paper, submit the following:

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

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

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

(9) Copy of "Result" page printed from "Application Fee Payment Website" *REQUIRED

- Through "Application Fee Payment Website", complete the payment of application fee and print out "Result" page.

(10) Passport Copy *WHEN APPLICABLE

- Submission is required only for those who reside outside of Japan and wish to be interviewed via Skype for the second screening.
- Copy should include the page with applicant information and visa status.
- Non-Japanese applicants who have visited Japan before must submit a copy of the passport page with entry/departure stamp.
- Japanese applicants who currently reside outside of Japan must submit a copy of the passport page with entry/departure stamp which certifies that they currently reside outside of Japan.

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

- The letter must be either delivered by the applicant without opening the sealed envelope enclosing the letter, or delivered directly from the recommender to the ICU GSG.*
*In case of direct delivery from the recommender, the letter can be submitted as email attachment via email to gs-adm@icu.ac.jp.
- Typed in A4-size (free format).
- The form can be downloaded from the following ICU website: <https://www.icu.ac.jp/en/admissions/gs/exam/> (click "Admissions Handbook / Designated Forms").

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

(13) Application for ICU Torch Relay Graduate School Scholarship for New Students *OPTIONAL

See p.39 for details.

3) Application Documents to be Sent Directly from the Third Party

Request the appropriate institution/person to send the documents below.

(1) English Proficiency documents *WHEN APPLICABLE

Submit TOEFL, IELTS or TOEIC official test score directly from the test-conducting institution to the ICU Graduate School. For information about request for scores, see "3. Requesting Official Scores of the English Proficiency Test (TOEFL/IELTS/TOEIC)" on p.34.

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

(NOTE) TOEFL ITP (Institutional Testing Program), IELTS General Training module, TOEIC IP (Institutional Program) will NOT be accepted.

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

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

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

- The scores for test(s) taken more than two years before the application start date are deemed invalid.

- Only TOEIC Listening&Reading Test score is accepted. TOEIC Speaking&Writing Test score is not required.
- All test scores must be sent to ICU Graduate School directly from the test-conducting institutions. 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.

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

5) Entrance Procedure

Follow the procedure for Master's Course Regular Students (Refer to p.17).

➡ **Read also “D. Common Information” on p.33.**

B. Doctoral Course REGULAR STUDENTS

1. Eligibility

Applicants must fulfill ONE of the following conditions.

AY2020 April Admission	AY2020 September Admission
(1) Those who possess or expect to possess a Master's or professional degree by March 31, 2020.	(1) Those who possess or expect to possess a Master's or professional degree by August 31, 2020.
(2) Those granted or expect to be granted a degree equivalent to a Master's or professional degree outside Japan by March 31, 2020.	(2) Those granted or expect to be granted a degree equivalent to a Master's or professional degree outside Japan by August 31, 2020.
(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, 2020.	(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, 2020.
(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, 2020.	(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, 2020.
(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, 2020.	(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, 2020.
(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, 2020. Applicants must submit the required documents by no later than June 17, 2019 for Autumn Selection and November 1, 2019 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, 2020. Applicants must submit the required application documents to the Graduate School by no later than January 10, 2020 for eligibility confirmation.

For applicants from overseas, also refer to p.35.

2. Procedures

Application procedures and results notification will be done through online. Follow the instructions below to complete the necessary procedures within the deadline for each step. For details of the steps to follow, see p.7. According to the procedures, application documents need to be submitted by either of the following method; 1) online submission, 2) submission by postal mail, and 3) submission directly from the third party.

1. Access “Entry Form” within the application period, input all necessary information, upload **Application Documents for Online Submission**, and submit. Also, complete the application fee payment within the application period through the “Application Fee Payment Website.”
2. **Application Documents for Submission by Postal Mail** should be sent along with the “Application Documents Checklist” to the ICU Graduate School Group (ICU GSG) by registered express mail, which must reach ICU GSG by the deadline. We recommend applicants to send documents well ahead of the deadline to allow for any delay, especially for international delivery.
3. Request the appropriate institution/person to send **Application Documents to be Sent Directly from the Third Party**. Be sure to have them reach ICU GSG by the deadline (it is recommended to request 2 months in advance of application period).

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

- ✓ Submit “Entry Form” and Application Documents for Online Submission respectively for each course you wish to apply and complete the payment respectively.
- ✓ As for Application Documents for Submission by Postal Mail, prepare each set of documents required for each course and send them in separate envelopes to the ICU GSG.
- ✓ As for Application Documents to be Sent Directly from the Third Party, request the documents necessary for each course respectively.

3. Required Documents

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

1) Application Documents for Online Submission

Submit application documents below through “Entry Form”.

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

(1) Application Form (PDF) ***REQUIRED**

- Download Application Form from ICU website <https://www.icu.ac.jp/en/admissions/gs/exam/> (click “Admissions Handbook / Designated Forms”) and input necessary information. (No need to paste your portrait photo in digital)

(2) Research Plan (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.
- Typed in A4-size (free format). Must be converted and submitted in a PDF file format. Make sure the text is not garbled.
- Maximum length is 4,000 characters in Japanese, or 3,000 words in English, excluding bibliography.

- Attach a cover page. The format of the cover page can be downloaded from the following ICU website. Create a cover by using the format.
<https://www.icu.ac.jp/en/admissions/gs/exam/> (click “Admissions Handbook / Designated Forms”)

(3) English Summary of the Research Plan (PDF) *REQUIRED

- Write a summary of the research plan in English.
- Typed in A4-size (free format). Must be converted and submitted in a PDF file format. Make sure the text is not garbled.
- Maximum length is 1,000 words.
- Attach a cover page. The format of the cover page can be downloaded from the following ICU website. Create a cover by using the format.
<https://www.icu.ac.jp/en/admissions/gs/exam/> (click “Admissions Handbook / Designated Forms”)
- Submission of a Japanese Summary of the research plan is optional. When submitting, attach a cover accordingly as well.

2) Application Documents for Submission by Postal Mail

Enclose the documents below along with “Application Documents Checklist”* in an envelope and send the envelope by registered express mail.

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

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

(1) Application Form *REQUIRED

- Print out the application form you uploaded on “Entry Form” (A4 size, single-sided printing) and paste your portrait photo (check details on p.8) on the designated place.

(2) Master’s Course Official Transcript in English (sealed by school officials) *REQUIRED

- Applicants are required to send transcripts from all graduate schools they have enrolled to acquire a Master’s degree, including schools they transferred to/from, and schools they attended as an exchange student.
- Transcript must be issued within 3 months from the application start date (transcript issued more than 3 months ago is acceptable if applicant already graduated from the issuing school).
- Transcript must be submitted in sealed envelope without opening (the issuing school encloses it in an envelope, glue the flap closed and affixes their official seal or stamp). It will be deemed invalid if it is not enclosed in an envelope or enclosed in an opened envelope.
- Read also “1. Supplemental Information Regarding Application Documents” on p.33.

(3) Certificate of (Prospective) Graduation for master’s degree in English (sealed by school officials) *REQUIRED

- Certificate must be issued within 3 months from the application start date (certificate issued more than 3 months ago is acceptable if applicant already graduated from the issuing school).
- Certificate must be submitted in sealed envelope without opening (the issuing school encloses it in an envelope, glue the flap closed and affixes their official seal or stamp). It will be deemed invalid if it is not enclosed in an envelope or enclosed in an opened envelope.
- 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.23. It must be the date before March 31, 2020 (for April Admission) or August 31, 2020 (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.

(4) Copy of Master’s Thesis Set A *REQUIRED

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

Submit the printed copies (not original) because papers will not be returned once submitted.

- **Three printed copies of master’s thesis**
- **Three printed copies of English summary of master’s thesis** (A4 size, Maximum 1,500 words)
- (Optional) Three printed copies of Japanese summary of master’s thesis (A4 size, Maximum 2,000 characters)

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

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

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

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

*Not applicable when applicant has already graduated

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

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

- A printed copy of the master’s thesis in the original language
- Three printed copies 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) Three printed copies of Japanese summary of the master’s thesis that outlines the content of the thesis in sufficient detail (A4 size, Maximum 2,000 characters)

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

- Prior to application, applicants should talk to the doctoral course faculty they seek as academic advisor at ICU to confirm they can study their desired field after they enroll. The faculty member’s signature is required in the

Letter of Consent. List of faculty is available on ICU website:

<https://www.icu.ac.jp/en/academics/gs/faculty/index.html>

- The form can be downloaded from the following ICU website: <https://www.icu.ac.jp/en/admissions/gs/exam/> (click “Admissions Handbook / Designated Forms”).
- The letter may be delivered directly from the faculty member to the ICU GSG.*
*In case of direct delivery from the faculty member, the letter can be submitted as email attachment via email to gs-adm@icu.ac.jp.

(6) Copy of “Result” page printed from “Application Fee Payment Website” *REQUIRED

- Through “Application Fee Payment Website”, complete the payment of application fee and print out “Result” page.

(7) Passport Copy *WHEN APPLICABLE

- Submission is required only for those who reside outside of Japan and wish to be interviewed via Skype for the second screening.
- Copy should include the page with applicant information and visa status.
- Non-Japanese applicants who have visited Japan before must submit a copy of the passport page with entry/departure stamp.
- Japanese applicants who currently reside outside Japan must submit a copy of the passport page with entry/departure stamp which certifies that they currently reside outside of Japan.

(8) Letter of Recommendation from the master’s course thesis advisor *OPTIONAL

- The letter must be either delivered by the applicant without opening the sealed envelope enclosing the letter, or delivered directly from the advisor to ICU GSG.*
*In case of direct delivery from the advisor, the letter can be submitted as email attachment via email to gs-adm@icu.ac.jp.
- Typed in A4-size (free format).
- The form can be downloaded from the following ICU website: <https://www.icu.ac.jp/en/admissions/gs/exam/> (click “Admissions Handbook / Designated Forms”).

3) Application Documents to be Sent Directly from the Third Party

Request the appropriate institution/person to send the documents below.

(1) English Proficiency Documents *WHEN APPLICABLE

Submit TOEFL, IELTS or TOEIC official test score directly from the test-conducting institution to ICU Graduate School. For information about request for scores, see “3. Requesting Official Scores of the English Proficiency Test (TOEFL/IELTS/TOEIC)” on p.34.

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

(NOTE) TOEFL ITP (Institutional Testing Program), IELTS General Training module, TOEIC IP (Institutional Program) will NOT be accepted.

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

- Applicants’ native language is English.
- Applicants have graduated (or are expected to graduate) master’s course at the ICU Graduate School.
- Applicants have completed (or are expected to complete) their undergraduate course / master’s course where

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

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

- The scores for test(s) taken more than two years before the application start date are deemed invalid.
- Only TOEIC Listening&Reading Test score is accepted. TOEIC Speaking&Writing Test score is not required.
- All test scores must be sent to ICU Graduate School directly from the test-conducting institutions. 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.

(Note) Application documents required for applicants falling under category (7) in Eligibility on p.23 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 mailed to the accepted applicants with the notification of acceptance. Refer to the entrance procedure booklet or entrance procedure website, which will be notified to the accepted applicants.

Admissions Type	AY2020 April Admission	
	Autumn Selection	Spring Selection
Deadline for Entrance Procedures	2019/11/21 (Thu)	2020/3/13 (Fri)
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	2020/4/13 (Mon) Those who applied <u>BEFORE</u> completing their degree are required to submit an official certificate of graduation. (Not required for graduates of ICU Master's Course)	
Deadline for Decline of Enrollment	2020/3/31 (Tue) 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	AY2020 September Admission
Deadline for Entrance Procedures	2020/6/15 (Mon) Submission of required documents and payment of matriculation or admission fee 2020/8/7 (Fri) Payment of tuition and facilities fees for one term of the first academic year [Note] Accepted non-Japanese applicants who reside outside Japan: 2020/5/29 (Fri) Submission of application for Certificate of Eligibility 2020/6/15 (Mon) Submission of required documents and payment of matriculation or admission fee 2020/8/7 (Fri) Payment of tuition and facilities fees for one term of the first academic year
Necessary Documents and Fees for Entrance Procedures	1. Submission of "Good Conduct Surety" and other admission documents 2. Payment of matriculation or admission fee 3. Payment of tuition and facilities fees for one term of the first academic year
Deadline for Submission of Certificate of Graduation	2020/8/7 (Fri) Those who applied <u>BEFORE</u> completing their degree are required to submit an official certificate of graduation. (Not required for ICU Master's course graduates)
Deadline for Decline of Enrollment	2020/8/31 (Mon) When accepted applicants decline enrollment after going through admission procedures, one-term tuition and facilities fees paid for the first academic year (excluding matriculation fee/admission fee) will be refunded. For details, please refer to the "Regarding Enrollment Withdrawal / Refund of tuition and Facilities Fees" section of the booklet or website.

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

Kenkyusei are those who have already received a Master's degree or have the equivalent ability and wish to take specified subjects or receive research instruction in the Graduate School of Arts and Sciences. Application eligibility is the same as that of Doctoral Course Regular Students (see p.23).

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

Transcripts for the courses are available upon request.

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

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

1. Admission Screening and Schedule

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

2. Procedures

Follow the procedures for Master's Course Regular Students (Refer to p.12). For details of the steps to follow, see p.7.

3. Required Documents

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

1) Application Documents for Online Submission

Submit application documents below through "Entry Form".

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

(1) Application Form (PDF) ***REQUIRED**

- Download Application Form from ICU website <https://www.icu.ac.jp/en/admissions/gs/exam/> (click "Admissions Handbook / Designated Forms") and input necessary information.
(No need to paste your portrait photo in digital)

(2) Research Plan (PDF) ***REQUIRED**

- Research plan is important in the screening process. Write your research topic, objective, background, method and significance in as much detail as possible.
- Typed in A4-size (free format). Must be converted and submitted in a PDF file format. Make sure the text is not garbled.
- Maximum length is 4,000 characters in Japanese, or 3,000 words in English, excluding bibliography.
- Attach a cover page. The format of the cover page can be downloaded from the following ICU website. Create

a cover by using the format.

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

(3) English Summary of the Research Plan (PDF) ***REQUIRED**

- Write a summary of the research plan in English.
- Typed in A4-size (free format). Must be converted and submitted in a PDF file format. Make sure the text is not garbled.
- Maximum length is 1,000 words.
- Attach a cover page. The format of the cover page can be downloaded from the following ICU website. Create a cover by using the format.
<https://www.icu.ac.jp/en/admissions/gs/exam/> (click “Admissions Handbook / Designated Forms”)
- Submission of a Japanese Summary of the research plan is optional. When submitting, attach a cover accordingly as well.

2) Application Documents for Submission by Postal Mail

Enclose the documents below **along with “Application Documents Checklist”*** in an envelope and send the envelope **by registered express mail**.

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

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

(1) Application Form ***REQUIRED**

- Print out the application form you uploaded on “Entry Form” (A4 size, single-sided printing) and paste your portrait photo (check details on p.8) on the designated place.

(2) Graduate School Official Transcript in English (**sealed by school officials**) ***REQUIRED**

- Applicants are required to send transcripts from all the graduate schools they have enrolled in, including schools they transferred to/from, and schools they attended as an exchange student.
- Transcript must be issued within 3 months from the application start date (transcript issued more than 3 months ago is acceptable if applicant already graduated from the issuing school).
- Transcript must be submitted in sealed envelope without opening (the issuing school encloses it in an envelope, glue the flap closed and affixes their official seal or stamp). It will be deemed invalid if it is not enclosed in an envelope or enclosed in an opened envelop.
- Read also “1. Supplemental Information Regarding Application Documents” on p.33.

(3) Certificate of Graduation for master's degree in English (**sealed by school officials**) ***REQUIRED**

- Certificate must be issued within 3 months from the application start date (certificate issued more than 3 months ago is acceptable if applicant already graduated from the issuing school).
- Certificate must be submitted in sealed envelope without opening (the issuing school encloses it in an envelope, glue the flap closed and affixes their official seal or stamp). It will be deemed invalid if it is not enclosed in an envelope or enclosed in an opened envelope.
- 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.23.

It must be the date before March 31, 2020 (for April Admission) or August 31, 2020 (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.

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

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

(5) Two or more Letters of Recommendation from instructors of graduate schools the applicant attended *REQUIRED

- The letter must be either delivered by the applicant without opening the sealed envelope enclosing the letter, or delivered directly from the instructor to ICU GSG.*
*In case of direct delivery from the instructor, the letter can be submitted as email attachment via email to gs-adm@icu.ac.jp.
- One letter should include comments on applicants' English/Japanese proficiency.
- Typed in A4-size (free format).
- The form can be downloaded from the following ICU website <https://www.icu.ac.jp/en/admissions/gs/exam/> (click "Admissions Handbook / Designated Forms").

(6) Copy of "Result" page printed from "Application Fee Payment Website" *REQUIRED

- Through "Application Fee Payment Website", complete the payment of application fee and print out "Result" page.

(Note) Application documents required for applicants falling under category (7) in Eligibility on p.23 will be specified after the screening for eligibility confirmation.

4. Entrance Procedure

Follow the procedure of Master's Course Regular Student (Refer to p.17).

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

D. Common Information

1. Supplemental Information Regarding Application Documents for Submission by Postal Mail

- (1) Handwritten application documents (if any) should be written with non-erasable black or blue ink pens.
- (2) Transcripts and certificates must be submitted in “sealed” envelope without opening. “Sealed” documents means the issuing organization encloses documents in an envelope, glues the flap closed and affixes their seal or stamp. Transcripts and graduation certificates must be submitted in this “sealed” condition. Documents will be deemed invalid if they are:
 - not enclosed in an envelope
 - enclosed in an unsealed envelope
 - enclosed in an envelope and sealed not by the issuing organization but applicant
- (3) When a school 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):
(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.)
 - A) Original document/certificate in the original language
 - B) English translation of A) (can be the one translated by 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 graduated / expected to graduate from the schools in People’s Republic of China]

- When the school does not issue the official Transcript / (Prospective) Graduation Certificate in English: Submit A), B), and C) above or, alternatively, submit the “Verification Reports for Higher Education Qualification Certificate” (学歴認証報告書) in English and “Verification Reports for Higher Education Student’s Academic Transcript” (成績認証報告書) issued by China Higher-education Information and Student Information (CHSI). In order to obtain those documents, applicant should follow the procedures instructed by CHSI (in Beijing) or Japanese agency of CHSI (in Tokyo).
- When the school does not issue the official Degree Certificate in English: Degree certificate needs to be submitted additionally when the degree name is not shown on the graduation certificate. If the school does not issue the official degree certificate in English, submit A), B), and C) above. Note that the Chinese Embassy and Chinese Consulate in Japan do not issue notarized documents, so applicants should contact Public Notary Office (subordinate agency of the Ministry of Justice of China) and make arrangement regarding C).

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

- (4) In case that the school does not reissue an official copy of transcripts and graduation certificate and applicant has the only copy of them, please contact ICU Graduate School Group (ICU GSG) in advance.
- (5) If the name on the applicant’s certificates differs from the applicant’s current name due to marriage or any other reason, an official document (copy of family register, etc.) to certify that bearers of both names are the same person should be attached.
- (6) Applicants who have transferred from one institution (university, college, technical college, vocational school etc.) to another (university) to acquire a Bachelor’s degree, transcripts from all previous schools must be submitted (must be sealed by school officials).
- (7) When submitting the copy of the thesis and summary, applicants should attach a cover page for each as instructed, and staple or fasten the copies together.
- (8) Refer to “FAQ” on ICU website <https://www.icu.ac.jp/en/admissions/gs/faq/>.

2. Payment Methods for Application Fees

Application fee for applicants for Regular Student: JPY35,000

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

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

Payment Method	Credit Card (Card holder's name does not need to match the applicant's name) VISA, Master, JCB, AMERICAN EXPRESS
Important Notes	<ol style="list-style-type: none">1. In addition to the application fee, an administrative fee will be charged (Regular students JPY1,004, <i>Kenkyusei</i> JPY761).2. Application will not be completed until the payment has been made. Make sure to make the payment well in advance of the deadline.3. Once the application fee and administrative fee are paid, they are not refundable for any reason.4. Even if the payment of necessary fees is made within the application period, ICU will not accept the application when other procedures (online entry and submission of application documents by postal mail) are not completed within the deadline for each step.

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

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

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

Where to Request for Official Scores

(1) TOEFL (Test of English as a Foreign Language)

Request the ETS (Educational Testing Service), the institution conducting TOEFL, to send applicant's score directly to the ICU Graduate School.

To request online, 1) Input "0860" as Recipient Code of ICU Graduate School, 2) search "ICU", select "Graduate School" and 3) select "Any Department Not Listed."

Applicants can input the above Recipient Code when taking an exam OR making a request for score delivery following the above procedure.

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

(2) IELTS (International English Language Testing System)

Request the test center to send applicant's Test Report Form of IELTS directly to ICU Graduate School.

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

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

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

Please use the following address when making direct delivery request:

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

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

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

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

4. Application from Overseas

[Foreign-national applicants who reside outside Japan]

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

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

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

Please read the following points carefully before application:

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

After admitted, applicants who complete the entrance procedures (payment of school fees and submission of required documents), ICU applies for CoE as stated in above. The deadline for applying for CoE is November 21, 2019 for April entrants through Autumn Selection and May 29, 2020 for September entrants. Note that the CoE application deadline for September entrants is set earlier than that of other entrance procedures due to this process. See also "Entrance Procedure" section (p.17 or p.29) for more information.

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

- **Passport**

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

- **Referential Document for Financial Resources**

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

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

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

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

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

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

(Samples)



ICU Bank

SAMPLE

June 1, 20XX

Taro Kokusai
10-2, Osawa 3-chome,
Mitaka-shi, Tokyo, Japan

To Whom It May Concern,

Please be advised that the above mentioned has been a customer of ICU Bank since April 1, 20XX and has a total current balance of \$10,000 as of today.

If you have any questions or need additional information, please feel free to contact us at 0422-33-XXXX.

Thank you,

J. Smith

John Smith
Customer Service
XXX Branch

Official certificate of account balance should;

- indicate the account holder name
- indicate the account balance
- be printed on original letterhead stationery with official stamp or with signature of a bank official



残高証明書
ACCOUNT BALANCE CERTIFICATE

Date: 1/6/20XX
Day/Month/Year

TARO KOKUSAI 様
国際 太郎 様

ICU銀行
XXX Branch
0422-33-XXXX

20XX年6月1日現在の上記ご名義の下記勘定残高につき相違ないことを証明いたします。
We here by certify that the balance of the above account holder with us as of 1/6/20XX is as indicated below.

ACCOUNT	CURRENCY	BALANCE	REMARKS
SAVING ACCOUNT	JPY	1,000,000	

* AMOUNT AMENDED IS INVALID.

Official certificate of account balance should;

- indicate the account holder name
- indicate the account balance
- be printed on original letterhead stationery with official stamp or with signature of a bank official

- 4) Students with no or little proficiency in Japanese language are recommended to take Japanese Language Programs (JLP) at ICU after entrance. JLP is optional for graduate students and the course credits earned do not count as necessary credits to acquire Master's / Ph.D. degree, however, it will be included in the transcript and GPA. A placement test for all students with previous knowledge of Japanese is conducted during the university orientation program for the purpose of placing them in the proper level course. Students may need more than the standard study period (master's course: 2 years / doctoral course: 3 years) to complete the full load of the Japanese Language Programs.
- 5) Please note that JLP may not offer a particular course in the spring semester (April).

[Applicants of Japanese nationality who reside outside Japan]

Applicants of Japanese nationality who reside outside Japan can be interviewed via Skype for the Second Screening when they cannot come to Japan for the interview. Make sure applicants have access to an environment for an interview using Skype. This does not apply to those who stay outside of Japan temporarily at the time of application. Applicants should accept that the interview condition of Skype interview may not be equivalent to that of in-person interview depending on internet connection.

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

5. School Fees

		Master's Course				Doctoral Course
		Education and Psychology / Public Policy and Social Research / Comparative Culture Program		Natural Sciences Program		Regular Student (Note 3)
		Regular Student	<i>Kenkyusei</i>	Regular Student	<i>Kenkyusei</i>	
AY2020 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)
AY2020	Tuition fee (annual)	JPY 906,000		JPY 906,000		JPY 420,000
	Facilities fee (annual)	JPY 345,000		JPY 459,000		JPY 345,000
AY2021	Tuition fee (annual)	JPY 906,000		JPY 906,000		JPY 420,000
	Facilities fee (annual)	JPY 345,000		JPY 459,000		JPY 345,000
AY2022	Tuition fee (annual)	TBA (will be announced on ICU website)				JPY 420,000
	Facilities fee (annual)	https://www.icu.ac.jp/en/admissions/finance/				JPY 345,000

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

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

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

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

Tuition and Facilities fees for *Kenkyusei* are the same as Master's course regular students.

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

6. Japanese Government (Monbukagakusho: MEXT) Scholars

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

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

7. Applicants Who Need Reasonable Accommodation in Admissions

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

How to Apply:

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

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

Application Deadline:

April Admission Autumn Selection:	Monday, July 8, 2019
April Admission Spring Selection:	Friday, October 25, 2019
September Admission:	Friday, January 10, 2020

8. Financial Aid (for Regular Students)

ICU offers various scholarships to support Graduate School regular students who are keen to learn but have financial difficulties. For details about the scholarship, visit the ICU Student Affairs Group website.

English URL: <http://sag.info.icu.ac.jp/englishhome>

Japanese URL: <http://sag.info.icu.ac.jp>

Guidelines for ICU Torch Relay Graduate School Scholarship for New Students (applicable to Master's course regular students only) are available in the following pages. If you wish to apply, see the guidelines and apply when you submit application documents. Application form is downloadable on ICU website <https://www.icu.ac.jp/en/admissions/gs/exam/> (click "Admissions Handbook / Designated Forms").

Also, if you wish to apply for Japanese Government Scholarship, you must have a certain level of Japanese proficiency or English proficiency. For details about this requirement, visit the ICU Student Affairs Group website.

APPENDIX

Application Guideline for ICU Torch Relay Graduate School Scholarship for New Students in AY2020

1. Outline

(1) Purpose

To enhance student life and research, we offer the ICU Graduate School Scholarship for New Students in the Master's Course, which requires no return payments. The application and selection process for this scholarship are conducted simultaneously with regular admission selection (at the time when application materials are submitted). There are two selection steps for the new student scholarship: merit-based (selection based on academic achievement) and need-based (selection based on applicant's financial situation). The selection for the merit-based scholarship will come first. Applicants who are not selected for the merit-based scholarship will automatically be considered for the need-based scholarship. Financial need is based on the aggregate annual income of the applicant and his/her spouse (and parents in case applicant does not make independent living). An application for the scholarship will be considered for both the merit-based and need-based scholarships.

(2) Eligibility

- An applicant with an especially strong desire to enter ICU Graduate School Master's Course
- An applicant who has demonstrated outstanding academic achievement but has difficulty completing coursework for financial reasons. For merit-based scholarships the gross annual income of the applicant and his/her spouse should not exceed JPY5,360,000¹ (approx. USD53,600). However, exceptions will be considered in special cases.

(3) Amount of scholarship

- Equivalent to the tuition and facilities fees for:

<Normal>	<u>the 1st term of</u> the 1st year of Master's course:	417,000 yen (455,000 yen for Natural Sciences Program)
<Special Case*>	<u>the 1st and 2nd terms of</u> the 1st year of Master's Course:	834,000 yen (910,000 yen for Natural Sciences Program)
	<u>the 1st, 2nd, and 3rd terms of</u> the 1st year of Master's Course:	1,251,000 yen (1,365,000 yen for Natural Sciences Program)

*Small number of students whose academic achievements are particularly good and the need for financial assistance is particularly high

(Note) This scholarship cannot be used to pay the Non-Resident Fee. If a student takes a leave of absence or withdraws from the university in the first term of the first year, the scholarship will be canceled.

(4) Number of slots available

- 40 (including the normal case and the special case)

(5) Method of payment

- Tuition and facilities fees for new students' 1st term (or 2nd or 3rd terms in special case) are exempted. Since the scholarship is granted as a fee waiver, no cash is awarded.

2. Application procedure

(1) How to apply

Submit the following documents together with the application documents for submission by postal mail.

¹ Japan Student Services Organization (JASSO) standard for Type 2 scholarship

(2) Application documents

– Application form for the Graduate School Scholarship for New Students AY2020

Application form is downloadable on ICU website <https://www.icu.ac.jp/en/admissions/gs/exam/> (click “Admissions Handbook / Designated Forms”).

Fill in all the items and sign on the designated line on the second page of the application form.

– Copy of applicant’s tax return certificate (or certified document) of your and your parents’ annual income

- For April admission; the tax return certificate (or certified document of your annual income) for FY 2018 is required.
- For September admission; the tax return certificate (or certified document of your annual income) for FY 2019 is required.
- If above-mentioned documents are not available, monthly salary slips for Jan-Dec 2018 must be submitted.
- * If an applicant has a spouse, certified documents of his/her annual income must be submitted.

3. Scholarship receipt confirmation (Awardee only)

Awardee must sign the scholarship receipt confirmation within 3 days from Registration Day of the first term of first year (the exact date will be informed with the result announcement). If he/she fails to sign during the designated period, the scholarship would be cancelled and the full amount of the academic fees would be charged.

4. Application deadline and result notification

Enclose the application documents with admission application documents for submission by postal mail. Separate application for this scholarship is not accepted.

Applicant who is not accepted for admission to the Graduate School will not receive a result notification.

An awardee will not be able to receive the scholarship unless the entrance procedure is fully completed by the deadline.

Schedule	AY2020 April Admission		AY2020 September Admission
	Autumn Selection	Spring Selection	
Application Deadline	August 30, 2019	December 13, 2019	March 13, 2020
Result Notification	October 15, 2019	February 18, 2020	May 15, 2020

No late submission is accepted.

Declaration of Non-Discrimination

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

Regarding the Handling of Personal Information

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

International Christian University Graduate School Group

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

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

EMAIL: gs-adm@icu.ac.jp

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