

UNIVERSAL ADMISSIONS:

English Language Based Admissions
April / September Entry

ADMISSIONS GUIDE

2023



國際基督教大學
INTERNATIONAL CHRISTIAN UNIVERSITY

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NOTES

Coronavirus Updates

Any changes made in response to COVID-19 will be announced on our website:

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

Handling of Personal Information

Personal information will be used only for admissions purposes, such as documentary screening, correspondence with applicants, announcements of admission results, entrance procedures, and other related administrative tasks or public relations activities.

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

Further information on the ICU policy for the protection of personal information can be found at:

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

Declaration of Non-Discrimination

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

Medical attention

While medical certification is not required at the time of application, applicants with conditions that might require special consideration in order to be able to access classes and facilities at the university should notify the Admissions Center in writing.

Contacts

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

<In Japanese>
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Web: <https://www.icu.ac.jp/en/admissions/undergraduate/>

For Frequently Asked Questions, check the link below:
<https://www.icu.ac.jp/en/admissions/undergraduate/faq/>

PREFACE

Admissions Policy: What ICU Looks For

Founded on the principles of the Universal Declaration of Human Rights, International Christian University aims to cultivate “responsible global citizens” who will contribute to world peace and help people from diverse backgrounds to live together harmoniously. ICU has been a pioneer in liberal arts education in Japan since its founding in 1953. As its name suggests, the University's international, Christian, and academic missions have been central to its vision of liberal arts. In order to pursue this vision and to meet the challenges posed by the rapidly changing global society we live in, ICU seeks students not only from Japan but from all over the world who possess the following qualities:

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

Our goal is to admit, irrespective of nationality, students who have studied a wide range of subjects and who possess the core competencies to integrate basic knowledge and foreign language skills to actively engage in a liberal arts education.

Language Programs for “Bilingual” Liberal Arts:

At ICU, both Japanese and English are the languages of instruction, and proficiency in both languages will be needed. For this purpose, degree-seeking students must complete either the [Japanese Language Programs \(JLP\)](#) or [English for Liberal Arts Program \(ELA\)](#) as part of their graduation requirements. Those who entered ICU through the English Language Based Admissions are required to take the Japanese Language Programs (JLP).

Objectives of “Universal Admissions” Procedures

ICU has adopted various admission systems to welcome students from Japan and abroad. The Universal Admissions route provides enhanced admissions for applicants who studied in foreign educational systems, promoting the acceptance of a greater diversity of students than ever.

Through our “Universal Admissions” procedures, ICU seeks applicants who have diverse educational and language backgrounds. ICU does not require successful applicants to be proficient in both Japanese and English at the time of admission. Our Universal Admissions procedures give students educated outside the Japanese education system the flexibility to select an application method that is most appropriate for them.

Universal Admissions for Students with Diverse Backgrounds

| | |
|------------------------------|---|
| Applying to ICU in English: | ● English Language Based Admissions (April/September Entry) |
| Applying to ICU in Japanese: | ● April Admissions for Returnees ● EJU* Based Admissions (April/September Entry) |

*EJU stands for the Examination for Japanese University Admission for International Students, which is a standardized examination provided by JASSO (Japan Student Services Organization).

WHO THIS ADMISSIONS GUIDE IS FOR

This Admissions Guide is for those who apply to ICU in English.

- You must be proficient in the English language at the time of application. In other words, you need to be prepared to take college-level courses conducted in English.

Minimum Requirement:

Your IELTS/TOEFL score must be:

- IELTS 6.5 or above
- TOEFL iBT 79 or above (TOEFL iBT test from single test date)

*Submission of these score reports is optional if you meet certain conditions.

Click [here](#) for details.

- In this admissions process (hereafter referred to as “**English Language Based Admissions**”), you will undergo a documentary screening process in English.
- Admissions decisions are made holistically based on your standardized test scores, academic transcript, application essays, and letters of recommendation.
- If you are accepted through the English Language Based Admissions, you will have to complete the [Japanese Language Programs \(JLP\)](#) as part of your graduation requirements at ICU.

If you want to apply to ICU in Japanese...

- Please check the following application categories in the Universal Admissions.
 - [April Admissions for Returnees](#)
 - [EJU Based Admissions \(April/September Entry\)](#)
- If you are interested in other admissions processes besides the Universal Admissions, visit the website link below to learn more about the other admissions possibilities in Japanese:
<https://www.icu.ac.jp/admissions/undergraduate/exam/>
- **Notes for those who apply to ICU in Japanese:**
 - You must be proficient in the Japanese language at the time of application. In other words, you must be prepared to take the college-level course conducted in Japanese.
 - If you are accepted through the Japanese language based admissions, you will have to complete the [English for Liberal Arts Program \(ELA\)](#) as part of your graduation requirements at ICU.

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ONLINE APPLICATION CHECKLIST

Apply online through the ICU Online Application System respectively at:

For April 2023 Entry

<https://www.eraku-p.jp/erp/icu-uads4/>

For September 2023 Entry

<https://www.eraku-p.jp/erp/icu-uads9/>

Required Documents and Information for the Online Application

| <input checked="" type="checkbox"/> | Items | How to Submit |
|-------------------------------------|---|--|
| <input type="checkbox"/> | A) Official Transcript / Term Reports | Upload to the “Online Application System” |
| <input type="checkbox"/> | B) School Profile / Transcript Legend | |
| <input type="checkbox"/> | C) Educational Certification | |
| <input type="checkbox"/> | D) Proof of English Proficiency (IELTS/TOEFL) | |
| <input type="checkbox"/> | E) Two Letters of Recommendation | Uploaded to the “Letter of Recommendation Submission Website” by recommenders |
| <input type="checkbox"/> | F) Contact Information | Input on the “Online Application System” |
| <input type="checkbox"/> | G) Educational History | |
| <input type="checkbox"/> | H) Personal Statement | |
| <input type="checkbox"/> | I) Short Essay | |
| <input type="checkbox"/> | J) Additional Information (Extracurricular Activities, Special Recognition) | |

Please refer to the linked pages for details.

For Non-Degree Seeking Applicants:

Please refer to [the APPENDIX](#) for required documents and information.

! Important

- Start arranging documents from your school such as transcripts, letters of recommendation, and so on, well in advance before the application period starts.
- Convert documents to PDF and upload them to the Online Application System.
- Letters of recommendation need to be uploaded by the recommenders themselves.
- Documents not written in English must be accompanied by an official translation prepared in English by a school official or an official agency such as an embassy.
- Student copies are not acceptable. Application documents must be originals or certified copies with a school stamp or signature. Make digital copies in PDF format and submit them online.
- Keep your documents with you. In the entrance procedures, you will be asked to submit originals or certified copies of the uploaded application documents to ICU by postal mail.

>>DETAILS CAN BE FOUND IN “[HOW TO APPLY](#)” SECTION

APPLICATION OVERVIEW

1. Number of Students Admitted

Expected yearly intake of undergraduate students through the [Universal Admissions](#) procedures:

| | April Entry | September Entry |
|-----------------------------------|-------------------------------------|-----------------|
| English Language Based Admissions | Approximately 120 students in total | |
| April Admissions for Returnees | | |
| EJU Based Admissions | | |

2. Application Eligibility Criteria

➤ First-Year Application

This section is for “**Regular Students**,” who matriculate as first-year students to seek a bachelor’s degree at ICU.

Regular Students

Must meet one of the following criteria at the time of enrollment to ICU: i.e. applicants must have

- (1) Completed 12 years of formal education in Japanese schools accredited by the Ministry of Education, Culture, Sports, Science and Technology or
- (2) Completed 12 years or more of formal education outside of Japan or
- (3) Have International Baccalaureate Full Diploma, French Baccalauréat, Abitur, or GCE Advanced Level or
- (4) Graduated from an officially accredited international/foreign school in Japan or
- (5) Passed an examination demonstrating academic ability equivalent to 12 years of formal education, such as the GED (General Educational Development) test or the Upper Secondary School Equivalency Examination, and is at least 18 years of age or
- (6) Completed 11 years or more of formal education where the high school curriculum is based on the system of Uzbekistan, Sudan, Belarus, Peru, Russia, Myanmar, or Ukraine. The applicant needs to contact the Admissions Center (admissions-center@icu.ac.jp) in advance as there are specific requirements.

➤ Second-Year Transfer Application

This section is for “**Transfer Students**,” who matriculate as second-year students to seek a bachelor’s degree at ICU.

Transfer Students

Must meet one of the criteria listed above for **Regular Students** and also meet one of the following criteria at the time of enrollment to ICU: i.e. applicants additionally must have

- (1) Completed at least one academic year of a bachelor’s degree program as a degree-seeking student or
- (2) Completed an associate’s degree at an institution of higher education (university/college).

- The minimum number of years that **Transfer Students** must complete at ICU is three years.
- Transfer credits will be granted only after accepted students complete the credit transfer procedures after entering ICU. More details can be found at the following link:
<https://www.icu.ac.jp/en/admissions/undergraduate/engdoc/credittransfer/>

Please Be Aware

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

If you are/were home-schooled or attending unaccredited schools...

- You may be required to submit alternative documents and be invited to an online interview depending on your school curriculum and educational background. If you are not sure about your eligibility, please send the [Eligibility Check Form](#) to admissions-center@icu.ac.jp.

If you are 23 years of age or older and a high school graduate,
OR if you have left university/college more than five years before applying to ICU:

- You may need to submit additional documents such as SAT or ACT Plus Writing (taken within five years). In that case, please send an [Eligibility Check Form](#) to admissions-center@icu.ac.jp.

➤ For Non-Degree Seeking Applicants

This section is for “**Non-Degree Seeking Students**,” who do not seek a bachelor’s degree at ICU.

One-Year-Regular Students

One-Year-Regular Student (OYR) is a student who studies at ICU for one academic year.

OYR students must meet both of the following criteria at the time of enrollment to ICU: they must have

- (1) Completed at least one year of higher education (university/college) outside of Japan and
- (2) During the previous two years, the applicant must have attended formal education outside of Japan

- Applicants who already have or will have a bachelor’s degree at the time of enrollment at ICU are not eligible for admission as **One-Year-Regular Students**. They should apply as *Kenkyusei* (Special Students).
- Students of ICU’s exchange partner institutions should consult with their home institution’s study abroad office regarding application to ICU. For a list of partner institutions, refer to the following link:
https://www.icu.ac.jp/en/academics/global/partner_institutions.html

Kenkyusei (Special Students)

Kenkyusei is a student who pursues research in a specific field at ICU for one academic year.

Kenkyusei must have completed a bachelor’s degree, i.e. 16 years or more of formal education by the time of enrollment at ICU.

- Admission with **Kenkyusei** status may be granted only when education and research at ICU are not adversely affected as a result.
- **Kenkyusei** may attend classes, but coursework does not count toward a degree.
- ICU will provide transcripts of the completed coursework to other institutions upon the student’s request.
- If a **Kenkyusei** wishes to become a Regular/Transfer Student, the **Kenkyusei** must submit an application and follow the same screening process as other Regular/Transfer Student applicants. If admitted, the coursework completed as a **Kenkyusei** will not be applied towards ICU’s residency requirement.
- A **Kenkyusei** is not allowed to live in the dormitory, receive a school commuter pass, or have Student Discount Certificates for JR (*Gakuwari*).

Auditors (On a class-by-class basis)

Those who wish to attend specific courses may apply as an **Auditor**. **Auditors** must have graduated from high school and been admitted to an accredited university or college by the time of application.

- Admission with **Auditor** status may be granted only when education and research at ICU are not adversely affected as a result.
- **Auditors** are not eligible to obtain a student visa.
- ICU keeps no records of coursework, and an auditor cannot receive course credit.
- **Auditors** are not allowed to audit some courses, such as laboratory classes and Japanese language courses.
- **Auditors** are not allowed to live in the dormitory, receive school commuter passes, or have Student Discount Certificates for JR (*Gakuwari*).

*Applicants interested in becoming **Auditors** need to contact the Educational Affairs Group.
(ea-group@icu.ac.jp, 0422-33-3054)

3. Admissions Process – Documentary Screening

The admissions process is subject to ICU admissions policies and regulations, which are based on Japanese national educational requirements. The application documents enable ICU to screen applicants in a fair and accurate manner. The omission of any one of the required documents may adversely affect the chances of admission. In particular, academic transcripts and certified standardized test results are necessary for the screening process. Since the admissions process is conducted by documentary screening, applicants do not need to come to ICU for an examination or an interview.

4. Application Schedule

All dates and times given here are based on the Japan Standard Time [JST] using the 24-hour time system.

| April 2023 Entry | | | |
|--------------------------|-----------------------------|----------------------------|----------------------------|
| Application Period | | Announcement of Decisions | Matriculation Fee Deadline |
| Application Period Start | Application Period Deadline | | |
| 10:00 on October 3, 2022 | 23:59 on October 18, 2022 | 11:00 on November 28, 2022 | February 2, 2023* |

*Spring Term Tuition and Facilities Fee must be paid with the Matriculation Fee by **February 2, 2023**.

| September 2023 Entry | | | |
|----------------------|----------------------------|-----------------------------|----------------------------|
| Application Period | | Announcement of Decisions | Matriculation Fee Deadline |
| | Application Period Start | Application Period Deadline | |
| 1st | 10:00 on January 6, 2023 | 23:59 on January 19, 2023 | June 1, 2023* |
| 2nd | 10:00 on February 20, 2023 | 23:59 on March 6, 2023 | |

*Autumn Term Tuition and Facilities Fee must be paid by **August 10, 2023**.

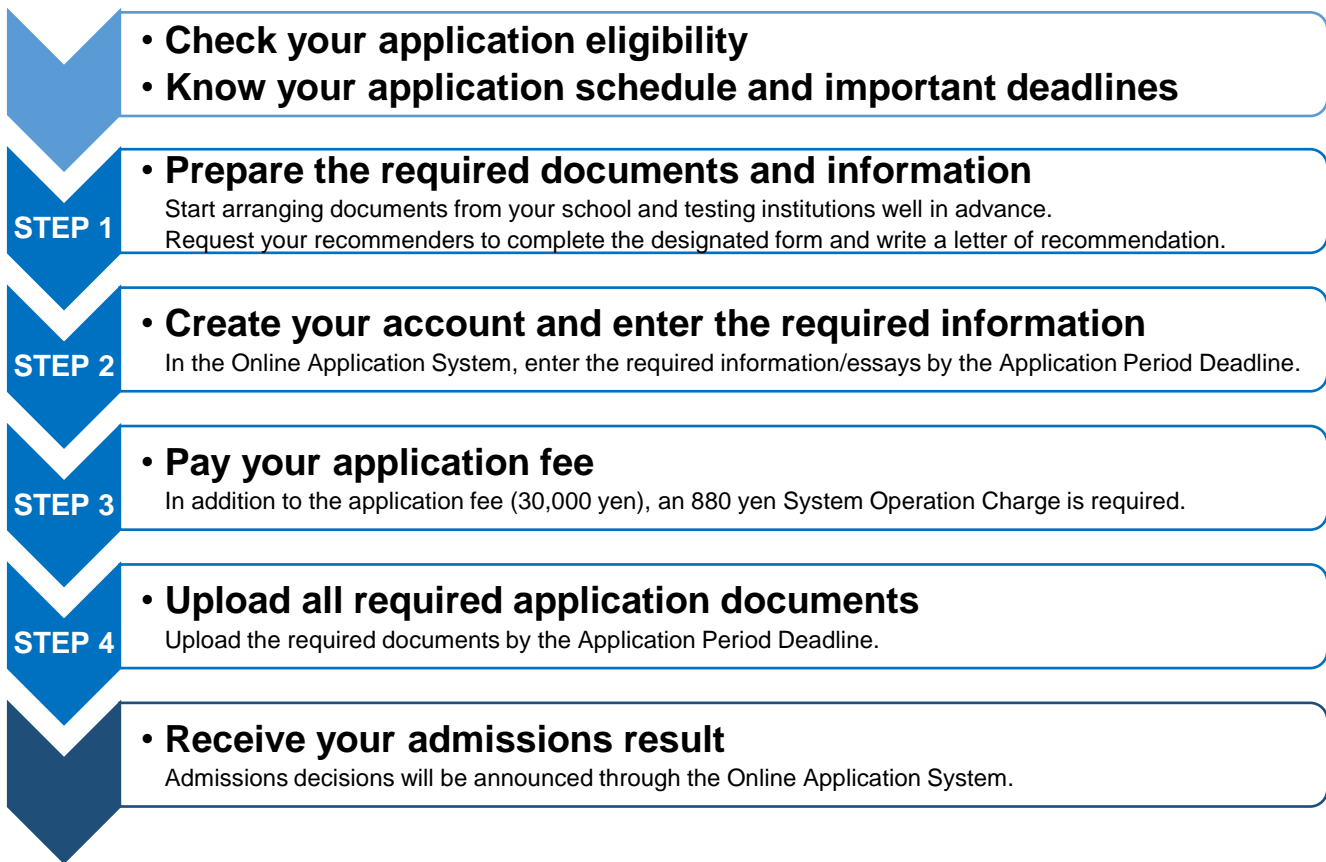
- If the final result of your national examination is not available by the Application Period Deadline, such as Abitur, French Baccalauréat, etc., your admission decision will be made after ICU receives the final result. In such cases, for September entry, your application is considered in the second application period.
- If you apply with IB full Diploma, GCE A Level, or HKDSE, as your Educational Certification, you can apply with your predicted grades if your final grades are not available by the Application Period Deadline. For September entry, you can apply either for the first or second application period with your predicted grades.

! Answers to Frequently Asked Questions

- **There is no advantage or disadvantage in applying to either First or Second Application Period for the September Entry.**
- You can apply only once during one academic year. Regardless of the initial admissions results, you need to wait one year to reapply. Therefore, if you applied for September 2022 entry, you are not allowed to reapply for April 2023 entry. Similarly, if you applied for the April 2023 entry, you cannot reapply for September 2023 entry.

HOW TO APPLY

➤ Applicants for the Regular and Transfer Student Status should follow the steps below.



- Check that you meet the eligibility criteria, first. If you are not sure whether you are eligible to apply or not, submit an [Eligibility Check Form](#) to admissions-center@icu.ac.jp **at least one month before the application period.**
- Also, make sure to check the application schedule and each deadline carefully. Note that **you are required to complete all the steps above including “STEP 4” by the Application Period Deadline.**

For Non-Degree Seeking Applicants:

Please refer to [the APPENDIX](#) to find the necessary steps and details.

STEP 1: Prepare the required documents and information

➤ Documents to Be Uploaded to the Online Application System

- **Uploaded documents must be original or certified copies with a school stamp or signature. Student copies are not acceptable.** If you have only the original certificate or diploma that cannot be reissued, ask your school to produce a certified copy. Keep the original/certified copies with you since you will be required to submit the physical copies to ICU when you are accepted.
- All documents must be prepared in English. Documents in languages other than English must be accompanied by an official translation in English prepared by a school official or an official agency such as an embassy.
- If your name as it appears in the documents is different from your name registered in the Online Application System, ask your school to prepare a letter of clarification or submit a copy of your passport.

A) Official Transcript / Term Reports

For Regular Applicants:

- Transcript/term reports that show all courses taken and grades/evaluations received during the last three years of secondary school at a minimum.
- This transcript should include the most recent semester grades received and the list of courses to be taken during your last semester/year in the high school.
- Remember that student copies are not acceptable. The transcript/term reports must be original or certified documents with a school stamp or signature.

| In the cases below... | What to do |
|---|--|
| ◆ I submitted my transcript before receiving the mid-year report or the first semester/term grades of the final year. | ⇒ Make sure to submit the recent transcript within the application period, and send us the updated version that includes the first semester/term grades of your final year once they become available. |
| ◆ I have attended more than one secondary school. | ⇒ Make sure that information for all three years is included on the most recent transcript or submit a separate transcript for each school. |
| ◆ I am graduating early. | ⇒ Submit an official document or letter issued by the school indicating this fact. |
| ◆ I have skipped a grade. | |
| ◆ I have already graduated from high school. | ⇒ Along with your transcript/term reports, submit a certified copy of your diploma or an official letter from the school certifying the date of graduation. If your transcript indicates the date of graduation, you can use this. |
| ◆ I have already been attending a university. | ⇒ An official university transcript may also be submitted when applying. |

For Transfer Applicants:

Submit an official transcript from your university/college that shows all courses taken and grades/evaluations received. This transcript should include the most recent semester grades.

| In the cases below... | What to do |
|---|--|
| ◆ I have not yet completed one full year of university/college work at the time of application. | ⇒ Along with your university/college transcripts, submit your high school transcript/term reports and school profile. |
| ◆ Grading system is not explained on the transcript. | ⇒ Submit an official document or a letter issued by the university/college explaining its grading system. |
| ◆ I have attended more than one university/college. | ⇒ Submit a transcript from each institution you attended. |
| ◆ I will obtain an associate's degree by the time of enrollment at ICU. | ⇒ Submit an official letter/document issued by your university/college, which confirms [1] the degree you are expected to be awarded and [2] the expected date of graduation. A transcript with the date of the degree conferred is also acceptable. |

! Answers to Frequently Asked Questions

- Transcripts can be also sent directly to ICU from your school instead of uploading it to the system.
- If your transcript is enclosed in a sealed envelope and you are not allowed to open it, send the sealed envelope to ICU by registered mail.

B) School Profile / Transcript Legend

For Regular Applicants:

Submit a school profile and transcript legend of your high school. This information helps explain your school's grading system.

| In the cases below... | What to do |
|---|---|
| ◆ I have attended more than one high school. | ⇒ Submit the school profile from each school you attended. |
| ◆ My school does not have a school profile. | ⇒ Download the School Profile Form , and ask a school official to fill it out in English and sign it. |
| ◆ My school is a Japanese high school accredited by the Ministry of Education, Culture, Sports, Science and Technology. | ⇒ You do not have to submit a school profile. |

For Transfer Applicants:

If you have not yet completed one full year of university/college work at the time of application, submit a School Profile of your high school along with the high school transcripts.

C) Educational Certification

For Both Regular and Transfer Applicants:

- Submit evidence of educational certification and/or national examination results that typically certify preparedness for university entrance in your respective country/region. You can substitute this with the SAT, ACT Plus Writing, or GCE A Level.
- The types of required **Educational Certification** vary according to your educational background. Find more details in "[Educational Certification Requirements](#)" section.

For Transfer Applicants Only:

| In the cases below... | What to do |
|--|--|
| ◆ I am attending a university/college where the educational system differs from that of my high school (e.g., a French high school graduate studying at an American university). | ⇒ Contact the Admissions Center in advance. |
| ◆ I have already obtained a bachelor's degree while completing 16 years or more of formal education. | ⇒ You are exempted from submitting Educational Certification. Instead, you are required to submit a certified copy of the diploma or an official letter from your university/college certifying the expected date of graduation. A university/college transcript with the date of degree conferred is also acceptable. |
| ◆ I am expected to earn a bachelor's degree by the time of enrollment at ICU. | |

For those who apply with SAT or ACT Plus Writing:

- In addition to uploading your score report, be sure to have the testing institution send the "College Report" directly to ICU at least one month before the Application Period Deadline so that we receive it in time.

D) Proof of English Proficiency (IELTS or TOEFL)

For Both Regular and Transfer Applicants:

| | |
|----------------------------|--|
| Your score must be: | IELTS: 6.5 or above TOEFL iBT: 79 or above (TOEFL iBT test from single test date) |
|----------------------------|--|

- The test(s) must be taken no more than two years before the application period.
- If ICU cannot confirm your official score, your application will be considered incomplete.
- Contact the testing institution, not ICU, for any test-related issues including test score reporting.

IELTS:

- Enter your Test Report Form number in the Online Application System so that ICU can confirm your official score report online. You do not need to have the testing institution send a report to ICU.
- Upload your Test Report Form in PDF format to the Online Application System.

TOEFL:

- Enter your Appointment Number in the Online Application System so that ICU can confirm your official score report online. You do not need to have the testing institution send a report to ICU.
- Upload your Test Taker Score Report in PDF format to the Online Application System.
- TOEFL ITP (Institutional Testing Program) and MyBest™ score is not acceptable.
- TOEFL iBT Home Edition is acceptable.

IELTS/TOEFL is optional if you...

| | |
|--------------------------------|---|
| For Regular Applicants | <ul style="list-style-type: none">➤ Have spent both junior and senior high school years – i.e. the last continuous six school years – at institutions in which English is the language of instruction in all classes except for foreign and national language classes.➤ Are an IB Diploma candidate and are taking or have taken IB English A (“Literature” or “Language and Literature”). |
| For Transfer Applicants | <ul style="list-style-type: none">➤ Have spent the last continuous six years at institutions in which English is the language of instruction in all classes except for foreign and national language classes.➤ Have an IB Diploma and took IB English A (“Literature” or “Language and Literature”). |

* If you were home-schooled, contact the [Admissions Center](#) in advance.

For applicants with refugee status:

- You may submit results of the Duolingo English Test, instead of IELTS or TOEFL, as proof of English proficiency. The minimum requirement for the Duolingo English Test is 110. Contact the [Admissions Center](#) in advance.

➤ Documents to Be Uploaded to the Letter of Recommendation Submission Website (by recommenders)

E) Two Letters of Recommendation

- Two letters of recommendation must be submitted with the designated forms by recommenders to the “Letter of Recommendation Submission Website” by the Application Period Deadline.
- Check manuals for information on how to make requests to your recommenders and follow the instructions.
- Download the forms and manuals from the link below.

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

For Regular Applicants:

| [1] A letter from your high school principal, guidance counselor, tutor, or IB coordinator | [2] A letter from an instructor in your high school who taught or teaches you a core academic subject (e.g., English, social studies, mathematics or foreign language) |
|--|---|
| Must be attached to FORM I | Must be attached to FORM II |
| <ul style="list-style-type: none"> ➤ For applicants from Japanese high schools, a letter from the homeroom teacher is acceptable. ➤ If you have attended more than one high school, obtain the letter and form from the school you have graduated/are expected to graduate from. | <ul style="list-style-type: none"> ➤ A foreign language instructor who has taught you a language that is your native language or a language spoken in your home is not applicable. ➤ ESL (English as a Second Language) is not regarded as a core academic subject. |

NOTE: If you have left high school more than five years before applying to ICU, please contact the [Admissions Center](#).

For Transfer Applicants:

| [1] A letter from an instructor at your current university/college who has taught you an academic subject | [2] A letter from your academic advisor or a second instructor at your current university/college who has taught you an academic subject |
|---|--|
| Both must be attached to FORM III . | |
| <ul style="list-style-type: none"> ➤ A foreign language instructor who has taught you a language that is your native language or a language spoken in your home is not applicable. ➤ ESL (English as a Second Language) is not regarded as a core academic subject. ➤ If you have not completed one full year of college work at the time of application, a letter from a high school guidance counselor, principal, or instructor who taught you a core academic subject may be submitted instead of a second letter from your university/college. Use FORM I or FORM II in such cases. | |

! Answers to Frequently Asked Questions

- Once the submission website opens, the recommendation letters and forms will be acceptable even prior to the Application Period. Please refer to the following link regarding when the submission website opens and how recommenders can upload their files to the system:
<https://www.icu.ac.jp/en/admissions/undergraduate/engdoc/forms/>
- If you have already graduated from your school before the application period and want to arrange for your letters of recommendation to reach to ICU before the submission website opens, ICU will accept them by postal mail. In that case, the letter and form must be enclosed in a sealed envelope and stamped or signed across the flap by a school official or the recommender. It may be sent to ICU by the applicant or by the recommender and must reach ICU by the Application Period Deadline. We strongly recommend that registered express mail or a courier service is used for this purpose.

➤ Information to Be Completed in the Online Application System

- As part of the online application, you are required to complete a Personal Statement and Short Essay along with other entry fields such as Contact Information, Educational History, Extracurricular Activities, etc.
- The following sections (from F to J) correspond to the information fields as designated in the Online Application System. We recommend you examine each item beforehand to know what you need for the online application.

F) Contact Information

- To apply through the Online Application System, you will need to register your email address. An authentication email will be sent from the Online Application System. ICU may also send important announcements by email, so register an email that you frequently use and that will be valid at least until the end of March (for April Entry)/August (for September Entry). Set your email address so that you can receive emails from the "@eraku-p.jp" domain.
- If there is any change in your mailing address after the registration, notify the [Admissions Center](#) promptly.
- Once you are admitted, the official letter and related information will be sent online and via postal mail based on the information entered in the Contact Information.

G) Educational History

- Fill in the fields for all educational institutions you have attended from elementary school to the last or current school you attended/are attending. Please provide school names in English that appear on your transcripts.

*Educational Certification

- Input the name of the Educational Certification that you choose to meet the requirements.
- In case you choose SAT or ACT Plus Writing, you need to input your test scores, test date, and the date when you requested the institution to send your official score report directly to ICU.

*Proof of English Proficiency (IELTS/TOEFL)

- Input your overall test score along with the date you took the test.
- If you meet the exemption requirements, check the appropriate box that describes your case best.

H) Personal Statement

For Regular Applicants:

State your motivation and purpose for studying at ICU in 500 to 600 words. Include the following points:

- (1) **Study and career plans**
- (2) **How you will be able to integrate both Japanese and English in your studies**
- (3) **Contributions you can make to realize ICU's ideals**

For Transfer Applicants:

State your motivation and purpose for studying at ICU in 500 to 600 words. Include the following points:

- (1) **Study and career plans**
- (2) **Reason for transferring to ICU**
- (3) **How you will be able to integrate both Japanese and English in your studies**
- (4) **Contributions you can make to realize ICU's ideals**

I) Short Essay

Write an essay on one of the topics listed below. The essay needs a title at the beginning and must be 400 to 500 words long. Include your personal point of view on the issue and/or how the issue has affected or impacted you:

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

J) Additional Information (Extracurricular Activities, Special Recognition)

- List any extracurricular activities, community service activities, and/or internships that you have been involved in at high school/college/university. If you have been away from school for more than a year, additionally list the activities you have been involved in since leaving school. (e.g. internship, studying at language schools, employment, etc.)
- List any honors, prizes, or special recognitions you were awarded while at high school/college/university.
- Comprehensively use this section to describe such activities or honors, since additional/supporting documents not directly required for the application will not be accepted.

STEP 2: Create your account and enter the required information

1. Check the Online Application System requirements

[Operating Environment and Recommended Browser]

Windows Firefox / Chrome / Edge
mac OS Firefox / Chrome / Safari
Latest versions of iOS Firefox / Chrome / Safari
Latest versions of Android Firefox / Chrome

**If you are unable to browse or print a PDF file, save the file in your device and use Adobe Acrobat Reader DC.*

[PDF Viewing and Printing Environment]

Adobe Acrobat Reader DC

**PDF viewers other than Adobe Acrobat Reader DC are not recommended.*

2. Prepare an email address

Read the notes under “[F\) Contact Information](#)” section.

3. Create “MyPage” (User Registration)

Access the Online Application System from the links below and register an account on the system.

For April 2023 Entry

<https://www.eraku-p.jp/erp/icu-uads4/>

For September 2023 Entry

<https://www.eraku-p.jp/erp/icu-uads9/>

4. Complete data entry

● Enter the following information

- Contact Information
- Educational History
- Educational Certification
- Proof of English Proficiency
- Personal Statement
- Short Essay
- Additional Information (Extracurricular Activities/Special Recognitions etc.)

● Upload your portrait photo

- Upload your photo taken within three months of the date you submit your application (front view above chest level with a plain background).
- File size of the photograph should be 20MB or less.
- The photograph should be approximately 2 million pixels or less. (How to find the number of pixels in a photo: Vertical pixels x Horizontal pixels = Number of pixels in a photo)
- The file formats that can be registered are JPEG (.jpg and .jpeg) and PNG (.png).
- The height:width ratio should be 4:3.

STEP 3: Pay your application fee

Pay your application fee (30,000 yen) and system operation charge (880 yen) online with a credit card.

- Payment must be made with a credit card as a part of the online entry process. VISA, MasterCard, JCB, AMEX, and Diners cards are acceptable. The name on the card does not have to be the name of the applicant.
- Upon the completion of the application fee payment, you will receive a notification email through the system.
- Make your payment well in advance of the Application Period Deadline. After finishing the payment, be sure to upload the application documents and complete the process. All of these steps must be done by the Application Period Deadline.

! Please Be Aware

- The application fee and the System Operation Charge are non-refundable.
- Once you complete the application fee payment, you cannot change the contents of your application. Make sure to check all information carefully before submitting. ICU may correct and/or update your data on the Online Application System if necessary.

STEP 4: Upload all required application documents

- Upload your documents from "MyPage" after completing your online entry by the Application Period Deadline.

Documents to Be Uploaded to the Application System

| | |
|--------------------------|--|
| <input type="checkbox"/> | A) Official Transcripts / Term Reports |
| <input type="checkbox"/> | B) School Profile / Transcript Legend |
| <input type="checkbox"/> | C) Educational Certification |
| <input type="checkbox"/> | D) Proof of English Proficiency (IELTS/TOEFL) |

! Please Be Aware

- Convert documents to PDF format using computer software or a smartphone application for uploading to the Online Application System.
- You are required to upload the original or certified documents.
- For double-sided documents, make sure to upload the reverse side of the documents as well.
- Documents not written in English must be accompanied with an official translation in English prepared by a school official or an official agency such as an embassy.
- For those who apply with SAT or ACT Plus Writing, in addition to uploading your score report, be sure to have the testing institution send your official score report, or "College Report," directly to ICU at least one month before the Application Period Deadline so that it can reach ICU in time.
- You must keep the original/certified copies you uploaded to the Online Application System because you are required to submit them to ICU by postal mail together with required documents for entrance procedures.
- Make sure that two letters of recommendation along with the designated forms are submitted by your recommenders through the Letter of Recommendation Submissions Website by the Application Period Deadline. When they upload the documents, you will be notified by email.
- Any application documents will not be returned.

➤ After You Have Completed the Online Application

- ICU checks your application documents. ICU will use the Online Application System to notify you that your application documents have been received and checked, so please refrain from asking about the status of your application. Note that it takes time to check all the documents and for the status to be reflected.
- Please check the Online Application System regularly since you will be notified via this system if there are any questions regarding the documents you submitted.
- Your application number will be given a few weeks after the Application Period Deadline.
- Be sure to inform ICU via the Online Inquiry Form before the Announcement of Decisions date if there is any change to your address or contact information.

ANNOUNCEMENT OF DECISIONS

Admission decisions will be announced through the Online Application System at 11:00 (JST) on the Announcement of Decision dates. ICU will not respond to any inquiries concerning the decisions.

! Please Be Aware

- ☑ **If you were not able to submit the Educational Certification by the Application Period Deadline and duly submitted all other application documents except the final result of your Educational Certification...**
 - The Admission decision will be made after ICU receives the final results of your Educational Certification.
 - You will receive detailed instructions through the Online Application System on the date of Announcement of Decisions concerning how to submit your Educational Certification.
 - Examples of such Educational Certification are NCEA Level 3 with University Entrance (New Zealand) and College Scholastic Ability Test (Korea) for applicants for April entry and Abitur (Germany) and French Baccalauréat (France) for applicants for September entry.
 - Not applicable when you are submitting SAT or ACT Plus Writing as your Educational Certification.
- ☑ **If you are applying with your predicted grades (in case of IB / GCE A Level / HKDSE)...**
 - The Admission decision will be made based on your predicted grades and other application documents. However, your acceptance will be conditional for GCE A Level and HKDSE, and may be conditional for IB. Your offer will be confirmed once you've met the grade requirements through these results. The detailed grade requirements will be notified when you receive the conditional offer on the Announcement of Decisions date.

>> DETAILS CAN BE FOUND IN “[EDUCATIONAL CERTIFICATION](#)” SECTION

Online Application Checklist

Application Overview

How to Apply

Announcement of Decisions

When You are Accepted

Educational Certification

Expenses

Financial Aid and Scholarships

Accommodation

APPENDIX

WHEN YOU ARE ACCEPTED

- Download the following documents from the Online Application System.
(Click the "Download important documents from here" button.)
 - Notification of Acceptance
 - Statement from the Finance and Accounting Office
 - Scholarship Award Letter (only if you have applied and been selected as a scholarship recipient)
 - Important Notice Regarding Entrance Procedures
- In the Important Notice Regarding Entrance Procedures you will find the URL of the Entrance Procedures Website.
- Entrance procedure documents will be sent to you by registered mail to the address you registered in the Online Application System.
- Note that you cannot defer enrollment to a later term or year.

1. Entrance Procedure

You will be required to submit entrance procedure documents and pay academic fees by the following dates:

| April 2023 Entry | September 2023 Entry |
|------------------|----------------------|
| February 2, 2023 | June 1, 2023 |

- Postmarking or payment after the deadline will NOT be accepted and will be considered as declining the offer.
- For more details of the entrance procedures and payment, refer to the Entrance Procedures Website and the documents sent by registered mail.

For applicants who do not hold Japanese nationality:

- You must have or obtain valid residence status in Japan to enroll in ICU. In most cases, you will need to have the "Student (*Ryūgaku*)" visa. Check the [Procedures Necessary for Entering Japan](#).

2. Academic Fees Payment

Following the instructions given in the Statement from the Finance and Accounting Office, you will be required to pay the Academic Fees as indicated below by the designated deadlines:

| | For Regular and Transfer Students: | For One-Year-Regular and <i>Kenkyusei</i> : |
|-------------------------------------|------------------------------------|---|
| Matriculation fee | ¥300,000 | ¥150,000 |
| Tuition (for the first term) | ¥367,000 | ¥367,000 |
| Facilities Fee (for the first term) | ¥118,000 | ¥118,000 |
| Total: | ¥785,000 | ¥635,000 |

Academic Fees Payment Deadlines

| | April 2023 Entry | September 2023 Entry |
|-------------------------------|------------------|----------------------|
| Matriculation Fee Due: | February 2, 2023 | June 1, 2023 |
| Tuition & Facilities Fee Due: | | August 10, 2023 |

* All of the dates given here are based on Japan Standard Time [JST].

! Please Be Aware

- Once accepted, you need to remit the Matriculation Fee in order to ensure your admission candidacy; this is **Non-refundable**.
- Annual payment of tuition and facilities fees is not accepted. Tuition and facilities fees paid in the entrance procedure will be applied to the first term. Tuition and facilities fees for later terms are due at the beginning of each term.
- If you receive the admission notification around the deadlines of the Matriculation Fee or later, you may have different payment deadlines. Refer to the payment schedule which will be available together with the Notification of Acceptance.

3. Submitting Original Versions of Required Application Documents

Submit original versions of the required application documents you uploaded:

- Original or certified documents which you uploaded to the Online Application System, except for IELTS, TOEFL, SAT and ACT Plus Writing test results, must be submitted to ICU by postal mail together with the required documents for the entrance procedures by the submission deadline.
- If the documents you send by post differ from the versions you uploaded to the Online Application System, your acceptance to ICU will be rescinded.
- If ICU does not receive the original or certified documents by the specified date, your admission will be rescinded, even if you have submitted other entrance procedure documents and paid your academic fees.

4. Procedures Necessary for Entering Japan

For applicants who do not hold Japanese nationality:

- Prospective non-Japanese students applying from abroad should be aware in advance of the requirements for entry into Japan as a student.
 - You must have or obtain valid residence status in Japan to enroll in ICU.
 - Even if you complete the required entrance procedures after receiving notification of acceptance from ICU, if you fail to obtain valid residence status in Japan, you will not be allowed to enroll in ICU.
 - Even if ICU applies to the Immigration Services Agency of Japan for the Certificate of Eligibility (CoE) on your behalf, ICU assumes no responsibility for the results of the CoE application.

Student Visa

Prospective non-Japanese students are basically required to have the “Student (*Ryūgaku*)” visa.

- The procedure to apply for the “Student” visa is introduced in the Entrance Procedures Website.
- As an essential part of the procedures to obtain the Student visa, ICU, on behalf of the student, initiates the visa application by applying to the Japanese government for the official document, “Certificate of Eligibility for Status of Residence (*Zairyū Shikaku Nintei Shōmeisho*) (CoE).”
- After receipt of the CoE, ICU sends it to the student, who in turn presents it at the nearest Japanese consulate to obtain the Student visa, which is usually issued within a week.
- The deadline for visa related applications is as follows.

| April 2023 Entry | September 2023 Entry |
|------------------|----------------------|
| December 9, 2022 | May 10, 2023 |

**NOTE: These dates are different from the submission deadline of other entrance procedures documents*

- These deadlines are shortly after the announcement of the admissions decisions, and some required documents may take several weeks to prepare. In order that matters proceed smoothly, make sure to prepare the following documents well in advance.

Passport

- Prospective students from abroad should obtain the information necessary for applying for a passport from the appropriate office of their own government. Passports are issued for a designated period of time, which varies from country to country, and each passport has a specific expiration date.
 - ⇒ Your passport must be valid at all times while living in Japan. We recommend you have a passport by the time you apply to ICU.

Reference Documents for Financial Resources

- When you apply for a “Student” visa, you must present to the Japanese Government proof that you have enough funds to cover all expected living expenses (excluding Tuition/Facilities fee) during your study at ICU.
 - ⇒ You 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×12 months).

NOTE: Please refer to ICU official website (<https://www.icu.ac.jp/en/admissions/finance/>) or [p.23-24](#) for 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):
 - a. An original letter on official bank letterhead showing your, or your sponsor's, name as an account holder and the amount of funds available, with the bank's official stamp or the signature of a bank official. The stamp and signature must be original.
 - b. A recent bank statement showing your, or your sponsor's, name as an account holder and the amount of funds available, with the bank's official stamp or the signature of a bank official. The stamp and signature must be original.
 - c. If sponsored by an organization, an original letter is required on the letterhead of the organization, including your name, the amount of the award available to you, and the period when you will be eligible to receive the funds, with the organization's official stamp or a signature from the sponsor. The stamp and signature must be original.
- ⇒ See the following samples. Currencies on reference documents may be other than JPY or USD if it is difficult to obtain such documentation. (“Certificate of Income” is NOT acceptable.)

(Sample)

ACCOUNT BALANCE CERTIFICATE

TAMU KOKUSAI 種
国際 本 種

ICU銀行
XXX Branch
(0422-55-XXXX)

Date: 1/15/20XX

20XX年01月1日現在の上記ご名義の下記定期残高につきお確かめください。
We hereby certify that the balance of the above account holder with us as of 1/15/20XX 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

ICU Bank

June 1, 20XX

Taro Kokuzaki
10-2, Ojawa 3-chome,
Minaka-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

Johi 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

If the final results of your Educational Certification will not be available by the Application Period Deadlines (excluding IB):

- Be sure to contact the [Admissions Center](#) well in advance since otherwise it may result in a delay in the Certificate of Eligibility (CoE) application procedure. Remember that if you fail to obtain a valid visa status in Japan, you will not be allowed to enroll in ICU.

EDUCATIONAL CERTIFICATION

"Educational Certification" Requirements by Country / Region / Educational System

Applicants are required to submit an Educational Certification (Standardized test or a national examination certificate for university entrance). As the type of required **Educational Certification** varies according to the educational background of the applicant, check the list below and the relevant section for more details.

If you are applying from a country or region that does not offer a national examination certificate, OR choosing not to use the one on which your school curriculum is based* ...

Submit examination or test results from one of the following options:

1. [SAT](#) / 2. [ACT Plus Writing](#) / 3. [General Certificate of Education Advanced Level \(GCE A Level\)](#)

* You will still need to submit a certificate of secondary education completion even if you are using one of the above test results as your Educational Certification. Otherwise, your acceptance may be cancelled.

Frequently Asked...

| In the cases below... | What to do |
|---|--|
| ◆ I am going to apply with IB full Diploma/GCE A Level /HKDSE as my Educational Certification. But, my final grades will not be available by the Application Period Deadline. | ⇒ You can apply with your predicted grades. |
| ◆ My national examination final result is not available by the Application Period Deadline. | ⇒ If you have duly submitted all other application documents except the final result of your national examination, your admission decision will be made after ICU receives the final result*. For September Entry, your application will be considered in the second application period. |
| ◆ My certification documents are only issued in a language other than English. | ⇒ Documents in languages other than English must be accompanied with an official translation in English prepared by a school official or an official agency such as an embassy. |

* For applicants who do not hold Japanese nationality nor have a valid visa status at the time of application:

If you cannot submit the final results of your Educational Certification, excluding IB Diploma, by December (for April Entry) or by June (for September Entry), contact the Admissions Center well in advance, as you may not be able to obtain the Student visa in time.

The following are subject to change without prior notice due to educational reform in that country/region.

| Educational System | Required Certificate and/or Examinations | Page |
|-----------------------------|--|--------------------|
| USA | SAT or ACT Plus Writing | 21 |
| International Baccalaureate | IB Full Diploma | 21 |
| UK | GCE Advanced Level & GCSE | 21 |
| Japan | SAT, ACT Plus Writing, or GCE Advanced Level | 22 |
| Canada | High school final transcript (showing completion of required curriculum for university entrance) | 22 |
| France | French Baccalauréat | 22 |
| Germany | Abitur | 22 |
| Australia | Higher School Certificate or equivalent | 22 |
| New Zealand | NCEA Level 3 with University Entrance | 23 |
| Korea | College Scholastic Ability Test (CSAT) | 23 |
| Hong Kong | Hong Kong Diploma of Secondary Education (HKDSE) | 23 |
| Indonesia | SAT, ACT Plus Writing, or GCE Advanced Level | 23 |
| Singapore | Singapore/Cambridge GCE O-level & A-level | 23 |

*If not listed, check [our website](#) on Educational Certification.

*If not listed on the website and you do not have SAT / ACT Plus Writing / GCE A Level, contact the [Admissions Center](#).

USA

SAT or ACT Plus Writing

Applicants educated in the US-based system are to submit a score report for one of the following two tests:

SAT (Evidence-Based Reading & Writing and Mathematics):

- ICU's institution code number is **0860**.
- ICU looks at the highest scores of each section across all SAT tests that can be confirmed in your official score report.

ACT Plus Writing:

- ICU's institution code number is **5279**.

! Important notes for both tests

- SAT/ACT test(s) must be taken no more than five years before the application period.
- Have the testing institution send your official score report (i.e. "College Report") directly to ICU at least one month before the Application Period Deadline so that it will arrive in time. Be sure to keep a copy of your order invoice as proof.
- Upload a PDF version of your test score report to the Online Application System.
- Contact the testing institution, not ICU, for any test-related issues including test score reporting.
- If ICU cannot confirm your official score, your application will be considered incomplete.

IB

International Baccalaureate Diploma

Submit your **IB Diploma final grades**. Arrange to have your IB final grades sent to ICU electronically through the IB organization or have your school prepare a certified copy of your IB results.

*If you obtain the IB Diploma final grades after the Application Period Deadline...

- Request that your school issue your IB predicted grades using [the Predicted IB Grades Report Form](#). Your school may use its original form.
- Admission decisions will be made based on your predicted IB grades and other application documents. However, acceptance may be conditional and, in such cases, your admission decision will be finalized when ICU confirms your final IB results. Your offer will be confirmed once you've met the grade requirements through these results. The detailed grade requirements will be notified when you receive the conditional offer.
- Ask your IB coordinator or guidance counselor to send your final IB results to ICU electronically through the International Baccalaureate Organization (IBO).

UK

GCE Advanced Level & GCSE

Applicants educated in the UK-based system are to submit original or certified copies of certificates of the following documents:

- **General Certificate of Education Advanced Level (GCE A Level (A2))**
- **General Certificate of Secondary Education (GCSE)**
- **General Certificate of Education Advanced Subsidiary (GCE AS Level) (only if you have these certificates)**
 - Applicants must have passed at least five subjects, ideally one from each of the subject groups: Humanities, Social Sciences, Mathematics, Natural Sciences, and Languages.
 - Of the five passes, two must be at the GCE A Level.
 - Applicants originally from non-English speaking countries/regions are recommended to take English Language in the Language subject group unless they have spent their junior and senior high school years – approximately six years - in the British school system.
 - In order to fulfill the above requirement, foreign language courses cannot include language courses that teach your native language or a language spoken in your home.

*If you will obtain GCE A Level final grades after the Application Period Deadline...

- Request that your school issue your GCE A Level predicted grades.
- Admission decisions will be made based on your predicted GCE A Level grades and other application documents. However, acceptance will be conditional, and when ICU confirms your final GCE A Level results, your admission decision will be finalized.
- Ask your school or the testing institution to send your final GCE A Level results to ICU.

Japan SAT, ACT Plus Writing or GCE Advanced Level

Submit an official score report of [SAT, ACT Plus Writing](#), or [GCE Advanced Level](#).

Canada High school final transcript (showing completion of required curriculum for university entrance)

Applicants educated in the Canadian-based system must complete the curriculum and/or examination that is required to enter a four-year university in Canada. Submit a **high school final transcript including results of the required courses**.

| Provinces | Course requirement |
|----------------------|---|
| British Columbia | Four Grade-12 academic courses including English Studies 12 (or English 12 or English 12 First Peoples) *Excluding foreign language courses that teach your native language or the language spoken in your home. |
| Ontario | Six Grade 12 4U/4M courses including English 4U |
| Prince Edward Island | Five Grade 12 academic courses (611 or 621) including English 621 |
| Other Provinces | Consult with the Admissions Center in advance. |

***If your final results are not available at the time of application...**

All documents except the final results must be submitted to ICU by October 18, 2022 for April Entry or by March 6, 2023 for September Entry. Admission decisions will be made upon receipt of the final results.

France French Baccalauréat

Submit an original or certified copy of the **Baccalauréat examination certificate**.

***If your final results are not available at the time of application for September Entry...**

All documents except the final results must be submitted to ICU by March 6, 2023. Admission decisions will be made upon receipt of the final results.

Germany Abitur

Submit an original or certified copy of the **Abitur certificate**.

***If your final results are not available at the time of application for September Entry...**

All documents except the final results must be submitted to ICU by March 6, 2023. Admission decisions will be made upon receipt of the final results.

Australia High School Certificate or Equivalent

Submit the **Australian Tertiary Admission Rank (ATAR)** and documents as listed below that qualify you to enter Australian universities.

Note that the name of the certificates listed below may be different depending on your graduation year.

| States and territories | Required certificates and results |
|------------------------------|---|
| New South Wales | Higher School Certificate (HSC), HSC Record of Achievement, Course reports, and ATAR |
| Queensland | Queensland Certificate of Education (QCE), ATAR, and Senior Statement |
| Western Australia | Western Australian Certificate of Education (WACE), ATAR Course Report, Statement of Student Achievement, and ATAR |
| Victoria | Victorian Certificate of Education (VCE), ATAR, and Statement of Results |
| Other states and territories | Consult with the Admissions Center in advance. |

***If your final results are not available at the time of application for April Entry...**

All documents except the final results must be submitted to ICU by October 18, 2022. Admission decisions will be made upon receipt of the final results.

New Zealand National Certificates of Educational Achievements (NCEA) Level 3 with University Entrance

Submit an original or certified copy of the **Record of Achievement and School Results Summary** showing **NCEA Level 3 and University Entrance**.

***If your final results are not available at the time of application for April Entry...**

All documents except the final results must be submitted to ICU by October 18, 2022.
Admission decisions will be made upon receipt of the final results.

Korea College Scholastic Ability Test (CSAT)

Submit an original or certified copy of the **CSAT result report issued in English**.

***If your final results are not available at the time of application for April Entry...**

All documents except the final results must be submitted to ICU by October 18, 2022.
Admission decisions will be made upon receipt of the final results.

Hong Kong Hong Kong Diploma of Secondary Education (HKDSE)

Submit an original or certified copy of the **HKDSE exam report issued in English**.

- Should include four Core Subjects and two Elective Subjects (in Category A).
- Those who have not taken Chinese Language are required to submit three Elective Subjects.
- Mathematics Extended Part Module 1 or 2 can be used to meet the elective requirement.

*** If you will obtain the final results of HKDSE after the application period deadline...**

- Request that your school issue your HKDSE predicted grades.
- Admission decisions will be made based on your predicted grades of HKDSE and other application documents. However, acceptance will be conditional, and when ICU confirms your final HKDSE results, your admission decision will be finalized.
- Ask the testing institution to send your final HKDSE result to ICU.

Indonesia SAT, ACT Plus Writing or GCE Advanced Level

Submit an official score report of [SAT, ACT Plus Writing](#), or [GCE Advanced Level](#).

Singapore Singapore/Cambridge GCE O-level & A-level

Submit an original or certified copy of results of **Singapore-Cambridge General Certificate of Education Examinations Ordinary-Level (GCE O-Level) & Advanced Level (GCE A-Level)**. Applicants must have passed at least three H2 subjects.

***If your final results are not available at the time of application...**

All documents except the final results must be submitted to ICU by October 18, 2022 for April Entry or by March 6, 2023 for September Entry. Admission decisions will be made upon receipt of the final results.

EXPENSES

Expenses for Academic Year 2023-2024

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

A) Academic Fees AY2023-2024

- Fees differ according to student status.
- Academic Fees must be paid in Japanese Yen.

For Regular and Transfer Students

| | |
|-------------------------------------|------------|
| Matriculation fee (first year only) | ¥300,000 |
| Tuition (¥367,000 per term) | ¥1,101,000 |
| Facilities Fee (¥118,000 per term) | ¥354,000 |
| Annual Total: | ¥1,755,000 |

For Non-Degree Seeking Students (One-Year-Regular and *Kenkyusei*)

| | |
|-------------------------------------|------------|
| Matriculation fee (first year only) | ¥150,000 |
| Tuition (¥367,000 per term) | ¥1,101,000 |
| Facilities Fee (¥118,000 per term) | ¥354,000 |
| Annual Total: | ¥1,605,000 |

B) Estimated Living Cost

| | |
|--|---|
| On-Campus Housing (Total cost for the first year) | approx. ¥320,000 - ¥570,000 / year (Fees vary depending on the dormitory) |
| Off-Campus Housing | approx. ¥45,000 - ¥85,000 / month (Cost varies according to the type of housing) |
| Miscellaneous : | |
| Living Expenses (including food) | approx. ¥75,000 / month |
| Books and Supplies | approx. ¥15,000 / month |
| Transportation (within Tokyo) | approx. ¥8,000 / month |

C) Insurance

| | |
|--|-------------------------------------|
| Mandatory for non-Japanese students only National Health Insurance | approx. ¥8,000 - ¥9,000 / month |
| Mandatory for all who use a bicycle in Tokyo*1 Liability insurance (required by the ordinance of Tokyo Metropolitan) | ¥840 (3 months) - ¥37,410 (4 years) |
| Optional Comprehensive Insurance for Students Lives Coupled with PAS*2 for International Students (accidental injury & liability insurance) | ¥840 (3 months) - ¥37,410 (4 years) |

*1 You are exempted from purchasing the insurance only if you are already covered by other liability insurance that compensates for damage to the third parties caused by you while riding a bicycle.

*2 Personal Accident Insurance for Students Pursuing Education and Research
(学生教育研究災害傷害保険 : *Gakusei Kyoiku Kenkyu Saigai Shogai Hoken*)

NOTE: Academic Fees for Years 2023-2027

Matriculation fees are fixed annually and take effect in the following year. Tuition and facilities fees are fixed annually for the academic year and take effect four years later. The following fees are applicable to students entering in 2023.

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

| Academic Year | Tuition | Facilities fee |
|---------------|-----------------|----------------|
| 2023-2024 | ¥1,101,000 | ¥354,000 |
| 2024-2025 | ¥1,107,000 | ¥354,000 |
| 2025-2026 | ¥1,137,000 | ¥354,000 |
| 2026-2027 | To be announced | |

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

For more information, please refer to

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

FINANCIAL AID AND SCHOLARSHIPS

- Financing a college education is a major consideration for most students and families. Financing a year or more of study abroad entails an even greater degree of planning in order to ensure that funds have been secured, and that they will be transferred in a timely fashion. Since payment of matriculation fees, tuition, and all living expenses are the entering student's responsibility, we urge you to take into account all of the financial aspects of your study in Japan at the time you apply to ICU. For a summary of estimated expenses, please refer to [p.23-24](#).
- ICU has broad categories of financial aid and scholarships:
 - A) students can apply for financial support together with the application for admission to ICU
 - B) students apply for financial support after enrolling at the university.
- Please note that students entering ICU as One-Year-Regular or *Kenkyusei* are not eligible for ICU financial aid or scholarships. Also note that long term student loans are only available for Japanese citizens and foreign residents who possess permanent/long-term resident status.
- Listed below are the various financial aid and scholarship possibilities:

A) Application for financial support at the time of application for admission to ICU

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

ICU Peace Bell Scholarship

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

ICU Torch Relay High Endeavor Scholarship

- ◆ Eligibility: Students applying to ICU as their first choice university as First Year "Regular" or Second Year "Transfer" Students who possess high academic promise and demonstrate financial need.
- ◆ Award amount: 785,000 yen (comprising 300,000 yen Matriculation fee, and 485,000 yen first term tuition and facilities fees). This amount will be deducted from the initial academic fees new students are required to pay.
 (A small number of students with particularly outstanding results in the selection process will be exempted from tuition and facility fees of the first term every year until their fourth year.)
**Note: If academic performance at ICU fails to meet minimum standards or the specified allowed income is exceeded, awards may be rescinded.*

University of Tomorrow Scholarship

(only for applicants for the second application period of the September Entry)

- ◆ Eligibility: Applicant must meet all conditions listed below:
 - (1) Be a student whose nationality is one of the countries classified as 'Least Developed Countries' by the United Nations
 - (2) Have graduated or be expected to graduate from high school/secondary educational school (excluding international school) in one of the countries classified as 'Least Developed Countries' by the United Nations by the time of enrollment at ICU
 - (3) Show excellent academic performance and be a role model in the communities to which they belong
 - (4) Submit all application documents required for the admissions, including Educational Certifications, such as a national examination certificate of university entrance or SAT / ACT Plus Writing by the Application Period Deadline of the English Language Based Admissions (for the second application period of the September Entry)
 - (5) Be evaluated by ICU as an outstanding student in the process of English Language Based Admissions (for the second application period of the September Entry)
 - (6) Be a student who wishes to enter the College of Liberal Arts, ICU as their first choice college to seek an undergraduate degree

- ◆ **Award amount:** Matriculation Fees, Annual Tuition and Facilities Fees, Dormitory Admission Fee, and On-Campus Dormitory Fees will be exempted for four years within the minimum period of enrollment at ICU. A monthly stipend of JPY50,000 will be paid. Off-campus housing allowance will not be paid.

- **Deadline:** Application for ICU Peace Bell Scholarship, ICU Torch Relay High Endeavor Scholarship, and University of Tomorrow Scholarship must be submitted by the Application Period Deadline for the admissions process. Note that the University of Tomorrow Scholarship is only for applicants for the second application period of the September Entry.

For more information, please refer to the website linked below:

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

<The Japan ICU Foundation>

Based in New York City, the Japan ICU Foundation (JICUF) works with ICU to nurture global citizens who contribute to the well-being of humanity. JICUF currently offers the United States Scholars Initiative for students with US citizenship planning to graduate from a US high school. JICUF also provides support for refugee students through education pathways programs. For full eligibility requirements for the scholarships, and for details on refugee education pathway programs, visit www.jicuf.org. Feel free to contact JICUF directly at information@jicuf.org, and follow them on Facebook and Instagram.

B) Application for financial support AFTER matriculation

1. Support from ICU

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

For more information or questions on ICU Student Financial Aid, please contact the [Student Affairs Group](#).

2. Support from other organizations

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

- **Japan Student Services Organization's (JASSO):**
https://www.jasso.go.jp/en/study_j/scholarships/index.html
- **Japan Finance Corporation (JFC):**
<https://www.jfc.go.jp/n/english/>

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

ACCOMMODATION

Students who have been accepted at ICU may utilize the services of the Housing Office, which handles placement in the campus dormitories. Information on the dormitory application process and off-campus housing can be found at the Entrance Procedures Website.

A) On-Campus Dormitories

- Regular, Transfer and One-Year-Regular Students are eligible for the on-campus dormitories but rooms are limited. Dormitory application is not applicable for individuals with *Kenkyusei* status.
- Students interested in applying to ICU dormitories should read the website carefully in order to understand the uniqueness of each dormitory.
- Detailed information about on-campus dormitories can be found at the following website:
<https://www.icu.ac.jp/en/campuslife/dormitories/index.html>

NOTE: Those whose admission decisions are made after November 28, 2022 (for April Entry) or after February 27, 2023 (for the first application period of September Entry) or after April 21, 2023 (for the second application of September Entry) may not be able to apply for on-campus dormitories.

< Capacity and Fees (AY2022)

In JPY

| Dormitory | Sex | Capacity | Occupancy per room | Admission Fee | Dormitory Fees (per month)*3 |
|----------------|---------------|----------|--------------------|---------------|------------------------------|
| Canada House | Male | 34 | 1 or 2*1 | 56,000 | 31,000 |
| Third Women's | Female | 40 | 2 | | 25,750 |
| Fourth Women's | Female | 32 | 2 | | 30,500 |
| Global House | Male & Female | 64 | 1 | | 51,350 |
| Zelkova House | | 126 | 2 | | 50,400 |
| Ginkgo House | | 126 | 2 | | 50,400 |
| Oak House | | 126 | 2 | | 50,400 |
| Maple House | | 128 | 2 1*2 | | 49,500 |
| Momi House | | 160 | 2 1*2 | | 49,500 |
| | | | | | |

* The fees shown in the table are subject to change.

*1 Single rooms in Canada House are basically for juniors and seniors.

*2 Single rooms in Maple House and Momi House are basically for seniors.

*3 Dormitory fees must be paid each term in one payment.

B) Homestay

- Living with a Japanese family will enable you to experience Japanese culture, daily life and also to practice your Japanese language. Further information can be found at the website linked below:
<http://homestay-in-japan.com/icu/>.

C) Off-Campus Housing

- ICU delegates the introduction of off-campus housing such as apartments, students dormitories, student apartment houses (other than homestays), and share houses to ICU Service Co., Ltd.
- If you are interested in applying for off-campus housing, please apply using the Student Housing Listing "Request Form" on [the website of ICU Service](#). The partner agents should then send you some information.

*ICU Service., Ltd. is a wholly owned subsidiary of ICU.

NOTE: If you contact the partner real estate agent directly, please make sure you identify yourself as a future ICU student in order to receive ICU students' benefit.

APPENDIX:

For Non-Degree Seeking Applicants

Online Application Checklist for Non-Degree Seeking Applicants

Apply online through the ICU Online Application System respectively at:

For April 2023 Entry

<https://www.eraku-p.jp/erp/icu-uads4/>

For September 2023 Entry

<https://www.eraku-p.jp/erp/icu-uads9/>

For One-Year-Regular (OYR) and *Kenkyusei* Applicants

| <input checked="" type="checkbox"/> | Items | How to Submit |
|-------------------------------------|--|--|
| <input type="checkbox"/> | A) Official Transcript | Upload to the “Online Application System” |
| <input type="checkbox"/> | B) Proof of English Proficiency (IELTS / TOEFL) | |
| <input type="checkbox"/> | C) Two Letters of Recommendation | Uploaded to the “Letter of Recommendation Submission Website” by recommenders |
| <input type="checkbox"/> | D) Contact Information | Input on the “Online Application System” |
| <input type="checkbox"/> | E) Educational History | |
| <input type="checkbox"/> | F) Personal Statement | |
| <input type="checkbox"/> | G) Additional Information (Extracurricular Activities, Special Recognition) | |

Only for *Kenkyusei* Applicants

In addition to the documents listed above, the following is required to be prepared/uploaded.

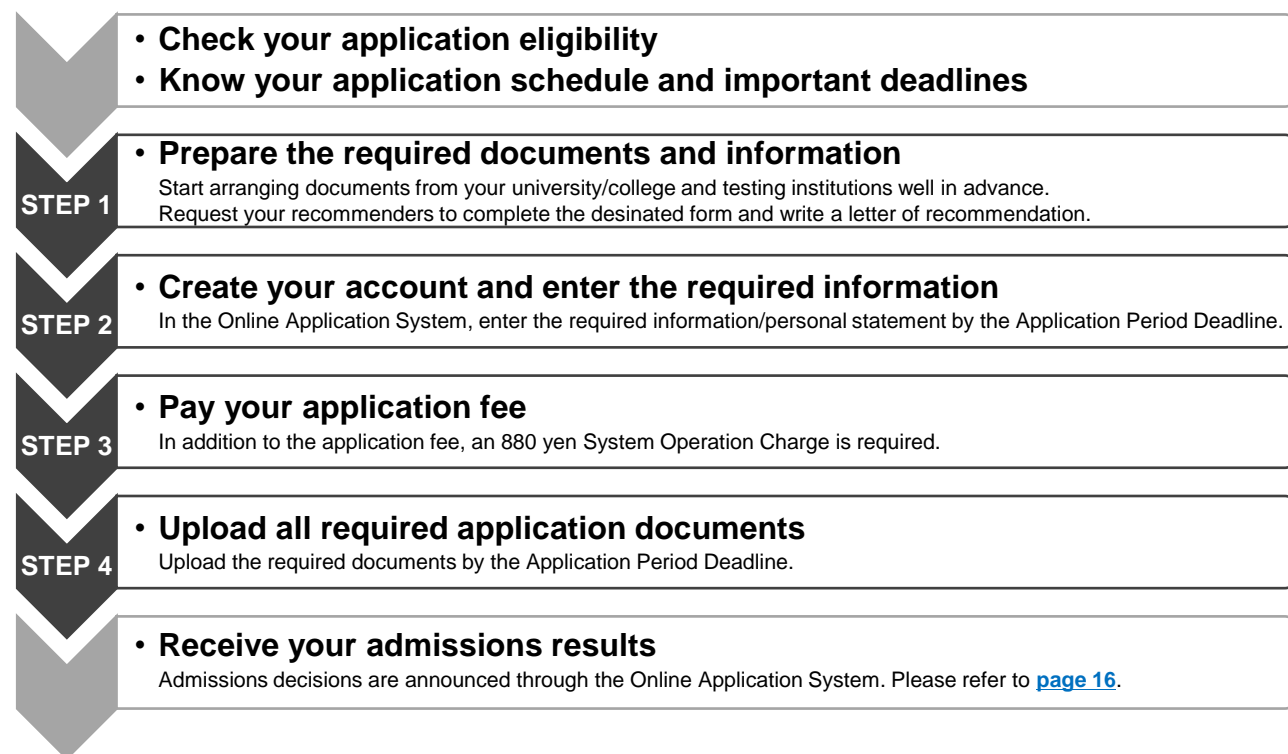
| <input checked="" type="checkbox"/> | Items | How to Submit |
|-------------------------------------|---|--|
| <input type="checkbox"/> | Certificate of (Prospective) Graduation | Upload to the “Online Application System” |

! Important

- Start arranging documents from your university/college such as transcripts, letters of recommendation, etc. well in advance before the application period starts.
- Convert documents to PDF and upload them to the Online Application System.
- Letters of recommendation need to be submitted/uploaded by the recommenders themselves.
- Documents not written in English must be accompanied by an official translation in English prepared by a school official or an official agency such as an embassy.
- Student copies are not acceptable. Application documents must be originals or certified copies with a school stamp or signature. Make digital copies in PDF format and submit them online.
- Keep your documents with you. In the entrance procedures, you will be asked to submit originals or certified copies of the uploaded application documents to ICU by postal mail.

HOW TO APPLY (For Non-Degree Seeking Applicants)

The following is a summary of the process for the non-degree-seeking applicants.



- Check that you meet the eligibility criteria, first. If you are not sure whether you are eligible to apply or not, submit an [Eligibility Check Form](#) to admissions-center@icu.ac.jp at least one month before the application period.
- Also, make sure to check the application schedule and each deadline carefully. Note that **you are required to complete all the steps above including “STEP 4” by the Application Period Deadline.**

STEP 1: Prepare the Required Documents and Information

➤ Documents to be uploaded to the Online Application System

- **Uploaded documents must be original or certified copies with a university/college stamp or signature. Student copies are not acceptable.** If you have only the original certificate or diploma that cannot be reissued, ask your university/college to produce a certified copy. Keep the original/certified copies with you since you will be required to submit the physical copies to ICU if you are accepted.
- All documents must be prepared in English. Documents in languages other than English must be accompanied by an official translation in English prepared by a school official or an official agency such as an embassy.
- If your name as it appears in the documents is different from your name registered in the Online Application System, ask your university/college to prepare a letter of clarification or submit a copy of your passport.

A) Official Transcript

Submit an official transcript from your university/college that shows all course work taken and grades/evaluations received. This transcript should include the most recent semester grades.

| In the cases below... | What to do |
|---|---|
| ◆ Grading system is not explained on the transcript. | ⇒ Submit an official document or a letter issued by the university/college explaining its grading system. |
| ◆ I have attended more than one university/college. | ⇒ Submit a transcript from each institution you attended. |
| ◆ I have not yet completed one full year of university/college work at the time of application. | ⇒ Along with your university/college transcripts, submit your high school transcript/term reports and school profile. |

! Frequently Asked

- Transcripts can be also sent directly to ICU from your institution instead of uploading it to the system.

*Only for Kenkyusei Applicants

Certificate of (Prospective) Graduation must be submitted along with the transcripts.

- University/college transcript with date of degree conferred is acceptable.
- Those who expect to graduate by the time of enrollment at ICU are required to submit an official letter from their university/college certifying the expected date of graduation.

B) Proof of English Proficiency (IELTS or TOEFL)

| | |
|----------------------------|--|
| Your score must be: | IELTS: 6.5 or above TOEFL iBT: 79 or above (TOEFL iBT test from single test date) |
|----------------------------|--|

- The test(s) must be taken no more than two years before the application period.
- If ICU cannot confirm your official score, your application will be considered incomplete.
- Contact the testing institution, not ICU, for any test-related issues including test score reporting.

IELTS:

- Enter your Test Report Form number in the Online Application System so that ICU can confirm your official score report online. You do not need to have the testing institution send a report to ICU.
- Upload your Test Report Form in PDF format to the Online Application System.

TOEFL:

- Enter your Appointment Number in the Online Application System so that ICU can confirm your official score report online. You do not need to have the testing institution send a report to ICU.
- Upload your Test Taker Score Report in PDF format to the Online Application System.
- TOEFL ITP (Institutional Testing Program) and MyBest™ score is not acceptable.
- TOEFL iBT Home Edition is acceptable.

IELTS/TOEFL is optional if you...

- Have spent the last continuous six years at institutions in which English is the language of instruction in all classes except for foreign and national language classes.
 - * Those who were home-schooled should contact the [Admissions Center](#) in advance.
- Have IB Diploma and took IB English A ("Literature" or "Language and Literature").
- Have completed the entire bachelor's degree program in English.

➤ Documents to Be Uploaded to the Letter of Recommendation Submission Website (by recommenders)

C) Two Letters of Recommendation

- Two letters of recommendation must be submitted with designated forms by recommenders to the "Letter of Recommendation Submission Website" by the Application Period Deadline.
- Check manuals for information on how to make requests to your recommenders and follow the instructions.
- Download the forms and manuals from the link below.
<https://www.icu.ac.jp/en/admissions/undergraduate/engdoc/forms/>

| | |
|--|--|
| [1] A letter from an instructor at your current university/college who has taught you an academic subject | [2] A letter from your academic advisor, study abroad advisor (for OYR applicant), or a second instructor at your current university/college who has taught you an academic subject |
| Both must be attached to FORM III . | |
| <ul style="list-style-type: none">➤ A letter by an instructor may not be written by a foreign language instructor who taught you a language that is your native language or a language spoken in your home.➤ ESL (English as a Second Language) is not regarded as a core academic subject.➤ For OYR applicants: If you have not completed one full year of college work at the time of application, a letter from a high school guidance counselor, principal, or instructor who taught you a core academic subject may be submitted instead of a second letter from your university/college. Use FORM I or FORM II in such cases. | |

! Please Be Aware

- Once the submission website opens, the recommendation letters and forms will be acceptable even prior to the Application Period. Please refer to the following link regarding when the submission website opens and how recommenders can upload their files to the system:
<https://www.icu.ac.jp/en/admissions/undergraduate/engdoc/forms/>
- For Kenkyusei applicants:** If you have graduated from the university/college before the application period and therefore want to arrange that the letters of recommendation reach ICU before the submissions website opens, ICU will accept them by postal mail. In that case, the letter and form must be enclosed in a sealed envelope and stamped or signed across the flap by a school official or the recommender, which may be sent to ICU by the applicant or by the recommender. The letter must reach ICU by the Application Period Deadline. We strongly recommend that registered express mail or courier service is used for this purpose.

➤ Information to be completed in the Online Application System

- As part of the online application, you are required to complete a Personal Statement along with other entry fields such as Contact Information, Educational History, Extracurricular Activities, etc.
- The following sections (from D to G) correspond to the information fields as designated in the Online Application System. We recommend you examine each item beforehand to know what you need for the online application.

D) Contact Information

- To apply through the Online Application System, you will need to register your email address. An authentication email will be sent from the Online Application System. ICU may also send important announcements by email, so register an email address that you frequently use and that will be valid until the end of March (for April Entry)/August (for September Entry). Set your email address so that you can receive emails from the "@eraku-p.jp" domain.
- If there is any change in your mailing address after the registration, notify the [Admissions Center](#) promptly. Once you are admitted, the official letter and related information will be sent via postal mail.

E) Educational History

- Fill in the fields for all educational institutions you have attended from elementary school to the last or current school you attended/are attending. Please provide the names of schools which appear on your transcripts in English.

***Proof of English Proficiency (IELTS/TOEFL)**

- Input your overall test score along with the date you took the test.
- If you meet the exemption requirements, check the appropriate box that best describes your case.

F) Personal Statement

State your motivation and purpose for studying at ICU in 400 to 500 words. Include the following points:

- (1) Study and career plans**
- (2) Contributions you can make to realize ICU's ideals**

G) Additional Information (Extracurricular Activities, Special Recognition)

- List any extracurricular activities, community services, internships and/or employment in which you have been involved during or after high school.
- You can also list any honors, prizes, or special recognitions you have earned.
- Make the most of this section to describe such activities or honors, since additional/support documents not directly required for the application will not be accepted, nor can be used for screening.

STEP 2: Create your account and enter the required information

1. Check the Online Application System requirements

[Operating Environment and Recommended Browser]

Windows Firefox / Chrome / Edge
mac OS Firefox / Chrome / Safari
Latest versions of iOS Firefox / Chrome / Safari
Latest versions of Android Firefox / Chrome

**If you are unable to browse or print a PDF file, save the file in your device and use Adobe Acrobat Reader DC.*

[PDF Viewing and Printing Environment]

Adobe Acrobat Reader DC

**PDF viewers other than Adobe Acrobat Reader DC are not recommended.*

2. Prepare an email address

Read the notes under “[D\) Contact Information](#)” section.

3. Create “MyPage” (User Registration)

Access the Online Application System from the links below and register an account on the system.

| For April 2023 Entry | For September 2023 Entry |
|---|---|
| https://www.eraku-p.jp/erp/icu-uads4/ | https://www.eraku-p.jp/erp/icu-uads9/ |

4. Complete data entry

● Enter the following information

- Contact Information
- Educational History
- Proof of English Proficiency
- Personal Statement
- Additional Information (Extracurricular Activities/Special Recognitions etc.)

● Upload your portrait photo

- Upload your photo taken within three months of the date you submit your application (front view above chest level with a plain background).
- File size of the photograph should be 20MB or less.
- The photograph should be approximately 2 million pixels or less. (How to find the number of pixels in a photo: Vertical pixels x Horizontal pixels = Number of pixels in a photo)
- The file formats that can be registered are JPEG (.jpg and .jpeg) and PNG (.png).
- The height:width ratio should be 4:3.

STEP 3: Pay your application fee

Pay your application fee (30,000 yen for One-Year-Regular students; 22,000 yen for *Kenkyusei*) and system operation charge (880 yen) online with a credit card.

- Payment must be made with a credit card as a part of the online entry process. VISA, MasterCard, JCB, AMEX, and Diners are acceptable. The name on the card does not have to be the name of the applicant.
- Upon the completion of the application fee payment, you will receive a notification email through the system.
- Make your payment well in advance of the Application Period Deadline. After finishing the payment, be sure to upload the application documents and complete the process. All of these steps must be done by the Application Period Deadline.

! Please Be Aware

- The application fee and the System Operation Charge are non-refundable.
- Once you complete the application fee payment, you cannot change the contents of your application. Make sure to check all information carefully before submitting. ICU may correct and/or update your data on the Online Application System if necessary.

STEP 4: Upload all required application documents

- Upload your documents from "MyPage" after completing your online entry by the Application Period Deadline.

Documents to Be Uploaded to the Application System

| | |
|--------------------------|---|
| <input type="checkbox"/> | A) Official Transcripts / Term Reports |
| <input type="checkbox"/> | B) IELTS / TOEFL Score Report |
| <input type="checkbox"/> | Certificate of (Prospective) Graduation [only for <i>Kenkyusei</i> applicants] |

! Please Be Aware

- Convert documents to PDF format using computer software or a smartphone application for uploading to the Online Application System.
- You are required to upload the original or certified documents.
- For double-sided documents, make sure to upload the reverse side of the documents as well.
- Documents not written in English must be accompanied by an official translation in English prepared by a school official or an official agency such as an embassy.
- You must keep the original/certified copies you uploaded to the Online Application System because you are required to submit them to ICU by postal mail together with documents required for entrance procedures.
- Make sure that two letters of recommendation along with the designated forms are submitted by your recommenders through the Letter of Recommendation Submissions Website by the Application Period Deadline. When they upload the documents, you will be notified by email.
- Any application documents will not be returned.

➤ After You Have Completed the Online Application

- ICU checks your application documents. ICU will use the Online Application System to notify you that your application documents have been received and checked, so please refrain from asking about a status of your application. Note that it takes time to check all the documents and for the status to be reflected.
- Check the Online Application System regularly since you will be notified via this system when there are any questions regarding the submitted documents.
- Your application number will be given a few weeks after the Application Period Deadline.
- Be sure to inform ICU via the Online Inquiry Form before the Announcement of Decisions date if there is any change to your address or contact information.

Please refer to [page 16](#) for ANNOUNCEMENT OF DECISIONS and subsequent processes.

Giving to ICU

Donations to the Education and Research Fund contribute directly to the improvement of student's education and the research environment. Information on how to make a gift to ICU will be sent to students' guarantors after matriculation.

Contacts

Admissions Center
International Christian University

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

<In Japanese>

〒181-8585 東京都三鷹市大沢 3-10-2
国際基督教大学アドミッションズ・センター

Tel: 0422-33-3700 (from abroad, +81-422-33-3700)

Fax: 0422-33-3635 (from abroad, +81-422-33-3635)

Email: admissions-center@icu.ac.jp

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

