

UNIVERSAL ADMISSIONS:

English Language Based Admissions April / September Entry

ADMISSIONS GUIDE 2024

! NOTICE: The eligibility criterion for Regular (First-Year) Students on page 6 has been updated as announced in the linked webpage below (as of August 31, 2023):

<https://www.icu.ac.jp/en/admissions/undergraduate/docs/230831updates.pdf>



Arts and Sciences

国際基督教大学

INTERNATIONAL CHRISTIAN UNIVERSITY

NOTES

Handling of Personal Information

Personal information will be used only for admissions purposes, such as documentary screening, correspondence with applicants, notifications 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 ICU 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/engdoc/>

**Frequently Asked Questions (FAQs) can be found
at the website linked 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 to help people from diverse backgrounds live together harmoniously. ICU has been a trailblazer in liberal arts education in Japan since its founding in 1953, pursuing, as its name suggests, international, Christian, and academic missions. In order to realize this vision and meet the challenges in the global community, ICU seeks students from Japan and around the world who possess - and want to enhance - the following qualities

1. Intellectual curiosity and creativity transcending disciplinary boundaries
2. Sound judgment and the ability to think logically and critically
3. Global communication skills necessary for dialogue with people from diverse cultural backgrounds
4. The initiative and motivation needed to identify, solve, and engage with real world problems

In Admissions, we look for students who have studied broadly, whether in Japan or in other parts of the world and whether in the arts or in the sciences. We look for students who have the ability to integrate basic knowledge from various subjects so that their understanding forms the basis of taking action, and who also have the ability to communicate in foreign languages.

ICU's College of Liberal Arts offers a variety of admissions and assessment procedures in order to admit diverse students with the potential to change both themselves and the world.

Language Programs for “Bilingual” Liberal Arts:

Ever since its founding, ICU has adhered to the concepts of bilingualism by making Japanese and English its official languages. ICU requires students to complete the [English for Liberal Arts Program \(ELA\)](#) or [Japanese Language Programs \(JLP\)](#) in order to graduate. These are just two examples of ICU's core commitment to bilingual education, which plays a central role in the classroom, outside the classroom, and even in student club activities.

!! IMPORTANT: Those who entered ICU through the English Language Based Admissions must take the Japanese Language Programs (JLP) as part of their graduation requirements. In other words, you cannot complete the bachelor's degree program by only taking courses offered in English. Once enrolled, there is no distinction by admissions routes besides the ELA/JLP requirements.

Objectives of “Universal Admissions” Procedures

ICU has adopted various admission systems to welcome diverse students from both Japan and abroad. Through the “Universal Admissions” procedures, ICU seeks students from diverse educational and language backgrounds. Successful applicants do not have to be proficient in both Japanese and English at the time of admission. “Universal Admissions” 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

Apply to ICU in English:	English Language Based Admissions (April/September Entry)
Apply 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 Are Interested in Applying to ICU in English.

In this admission (also known as “**English Language Based Admissions**”), you will undergo a documentary screening process in English. To this end, first of all, you must be proficient in the English language enough to take college-level courses conducted in English. The minimum English proficiency requirements are as follows:

■ Minimum requirements: IELTS 6.5 or TOEFL iBT 79 (from a single test date)

**Submission of these score reports is optional if you meet certain conditions. Click [here](#) for more information.*

Admissions decisions are based on a comprehensive review of your application documents (e.g. personal statement, short essay, academic transcript, standardized test scores, letters of recommendation, etc.), all of which must be prepared in English. Once accepted through this admissions route, you must complete the [Japanese Language Programs \(JLP\)](#) as part of your graduation requirements.

!! NOTE: Interested in Japanese Based Admissions?

If you are considering applying to ICU in Japanese, check the other application categories in the Universal Admissions as below.

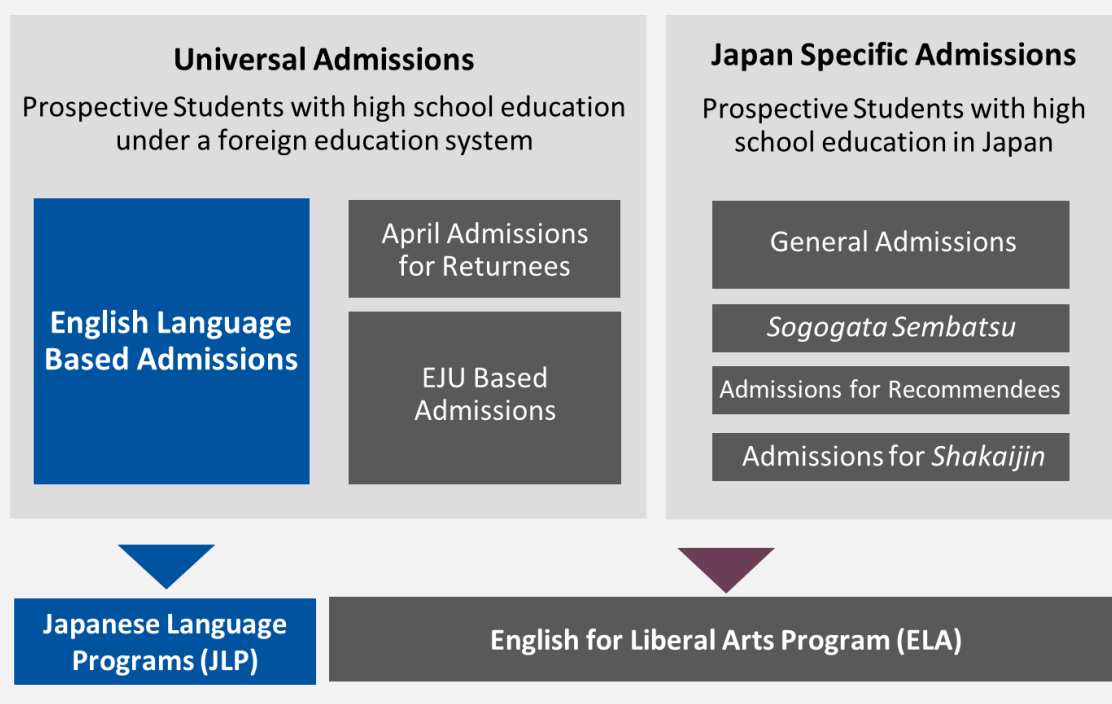
- [April Admissions for Returnees](#)
- [EJU Based Admissions \(April/September Entry\)](#)

As for other admissions routes besides the Universal Admissions, visit the web link below.

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

In these Japanese-based admissions, you must show Japanese language proficiency enough to take the college-level courses conducted in Japanese. Also, note that, once accepted through the Japanese-based admissions, you must complete the [English for Liberal Arts Program \(ELA\)](#) as part of your graduation requirements.

■ Language programs after enrollment differ by the admissions route you select:



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ICU ONLINE APPLICATION SYSTEM (OAS)

Create Your Account for the Online Application

For this admission, applications are submitted through the ICU Online Application System (OAS). Thus, your first step is to create an OAS account for your application. Click on the link below and follow the instructions there to create your account. Once the application period opens, you will be able to complete and submit your application through this system. In the meantime, let's get started by signing up for OAS and preparing for the further steps.

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

■ 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.*

!! NOTE: About your e-mail address to be registered for the system

A valid e-mail address is required for user registration. You must use one that you can check frequently. Authentication e-mails from the system and other notices from ICU will be sent to this address. Check your e-mail settings so that you can receive e-mails from the “@eraku-p.jp” domain. Make sure you do not miss any important announcements.

ONLINE APPLICATION CHECKLIST

Prepare the required documents and information for your online application well in advance.
Here is the checklist. Each link brings you to detailed instructions and important notes.

For Degree-Seeking Students:

<input checked="" type="checkbox"/>	Items	How to Submit
<input type="checkbox"/>	A) Personal Statement	Upload the required documents to the Online Application System (OAS).
<input type="checkbox"/>	B) Short Essay	
<input type="checkbox"/>	C) Official Transcript / Term Reports	
<input type="checkbox"/>	D) School Profile / Transcript Legend	
<input type="checkbox"/>	E) Educational Certification	
<input type="checkbox"/>	F) Proof of English Proficiency (IELTS or TOEFL)	
<input type="checkbox"/>	G) Two Letters of Recommendation	Request your recommenders to upload their letters of recommendation to a designated submission website.
<input type="checkbox"/>	H) Basic Information	Complete the required entry forms in OAS.
<input type="checkbox"/>	I) Educational History	
<input type="checkbox"/>	J) Additional Information (Extracurricular Activities, Special Recognition)	

!! NOTE: Keep in mind the following points when preparing.

- **Student copies are not accepted.** Application documents must be originals or certified copies with a school stamp or signature. Make digital copies in PDF format and upload them to OAS.
- **Start arranging documents well in advance** before the application period. Some official documents take time to be issued by the school/ministry of education/examination body, etc.
- **Convert documents to PDF format** before uploading them to OAS. Several data formats cannot be processed by the system, such as “.pages” and “.numbers.”
- **Letter of recommendation (LOR) is confidential** and must be uploaded by the recommender to the LOR submission website.
- **Documents in a language other than English must be accompanied by an official English translation** prepared by your school official or an official agency such as an embassy.
- **Keep the original documents with you that you uploaded to OAS.** In the prospective entrance procedures (which follow after acceptance), you must submit the originals or certified paper copies of the uploaded documents by postal mail.

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

For Non-Degree Seeking Students:

See the [APPENDIX](#) for required documents and information for online application.

APPLICATION OVERVIEW

1. Number of Students Admitted

Expected yearly intake of undergraduate students through [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

Regular Students

Regular Student is a student who matriculates as a first-year student to seek a bachelor's degree. Applicants must meet one of the following criteria at the time of enrollment to ICU:

i.e. they 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, Ukraine, **or Kazakhstan**. The applicant needs to contact the Admissions Center (admissions-center@icu.ac.jp) in advance as there are specific requirements.

➤ Second-Year Transfer Application

Transfer Students

Transfer Student is a student who matriculates as a second-year student to seek a bachelor's degree at ICU. Applicants 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. they additionally must have

- (1) Completed at least one academic year of a bachelor's degree program as a degree-seeking student (excluding the period of leave of absence, if any) or
- (2) Completed an associate's degree at an institution of higher education (university/college).

- The minimum number of years 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/>
- Degree-seeking students (i.e. Regular and Transfer Students) are not allowed to register at other institutions simultaneously 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.

!! NOTE: If any of the following applies to you, contact the Admissions Center.

- ☐ I have been home-schooled.
 - ☐ I have been attending unaccredited schools.
 - ☐ I am 23 years old (or older) and a high school graduate.
 - ☐ I left my university/college more than five years ago.
- ⇒ You may be required to submit alternative/additional documents. Fill out the [Eligibility Check Form](#) and send it to admissions-center@icu.ac.jp to confirm your eligibility and requirements at least one month before the application period starts.

➤ For Non-Degree Seeking Applicants**One-Year-Regular Students**

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

Applicants must meet both of the following criteria at the time of enrollment to ICU:

i.e they must have

- (1) Completed at least one year of higher education (university/college) outside of Japan and
- (2) Attended formal education outside of Japan during the previous two years

- Applicants who already have or will have a bachelor's degree at the time of enrollment at ICU are not eligible for admission as **OYR**. 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/undergraduate/global/index.html>

Kenkyusei (Special Students)

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

Applicants 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*).

NOTE: Applicants interested in becoming **Auditors** need to contact the [Educational Affairs Group](#).

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. Since the admissions process is conducted by documentary screening, applicants do not need to come to ICU for an examination or an interview*.

**NOTE: Online interviews and additional essays may be required at the discretion of the University.*

4. Application Schedule

- All dates and times given here are based on the Japan Standard Time [JST] using the 24-hour time system.
- You cannot apply for both April and September entry; you must choose one or the other. Also, you must pick either of the first and second application period for the September entry as you may not apply for both.

April 2024 Entry			
Application Period		Notification of Decisions	Matriculation Fee Deadline
Start	Deadline		
10:00 on October 2, 2023	23:59 on October 17, 2023	11:00 on November 27, 2023	February 1, 2024*

**Spring Term Tuition and Facilities Fee must be paid with the Matriculation Fee by February 1, 2024.*

September 2024 Entry				
	Application Period		Notification of Decisions	Matriculation Fee Deadline
	Start	Deadline		
1st	10:00 on January 9, 2024	23:59 on January 22, 2024	11:00 on February 26, 2024	June 3, 2024*
2nd	10:00 on February 19, 2024	23:59 on March 4, 2024	11:00 on April 19, 2024	

**Autumn Term Tuition and Facilities Fee must be paid by August 9, 2024.*

! Answers to Frequently Asked Questions

- **There is no advantage or disadvantage in applying for either April or September Entry (or either for the First or Second Application Period of the September Entry.)**
- You can apply only once during one academic year. Regardless of the initial admissions results, you must wait one year to reapply. Therefore, if you have applied to ICU for September 2023 entry, you may not reapply for April 2024 entry but may reapply for September 2024 entry. Similarly, if you have applied for April 2024 entry, you may not reapply for September 2024 entry but may reapply for April 2025 entry.

!! NOTE: Does any of the following apply to you?

In the cases below...	Please be aware
<input type="checkbox"/> I am an IB Diploma / GCE A Level / HKDSE candidate applying with my predicted grades, as my final grades/examination results are unavailable at the time of application.	⇒ Your application will be evaluated based on the predicted grades and other required documents. However, the acceptance will be conditional for A Level and HKDSE candidates and may be conditional for IB Diploma candidates. Your acceptance will be finalized after ICU reviews your final grades once they get released.
<input type="checkbox"/> My final grades/examination results* for “Educational Certification” are unavailable at the time of application, and thus I cannot submit my “Educational Certification” at the time of application.	⇒ Even if your final grades/examination results have not yet come out at the time of application, still make sure to submit all other application documents duly in time. For September Entry, you have no option but to apply for the second application period, not the first one. Your admissions decision will not be made until your final grades/exam results are submitted.

*For examples, this may apply to Senior/High School Certificate and ATAR (Australia), NCEA Level 3 with University Entrance (New Zealand), and CSAT result report (Korea) for April Entry, and to Abitur (Germany), French Baccalauréat (France), Senior/High School Final Transcript (Canada) for September entry. Details can be found in the “[Educational Certification](#)” section.



In either case, be aware of the prospective delay in your enrollment process since your admission decisions cannot be made until your final grades/exam results are submitted.

Depending on when your final grades/exam results are submitted, you may not be able to apply for on-campus dormitories. For other (off-campus) housing possibilities, see the “[Accommodation](#)” section (p.36) too.

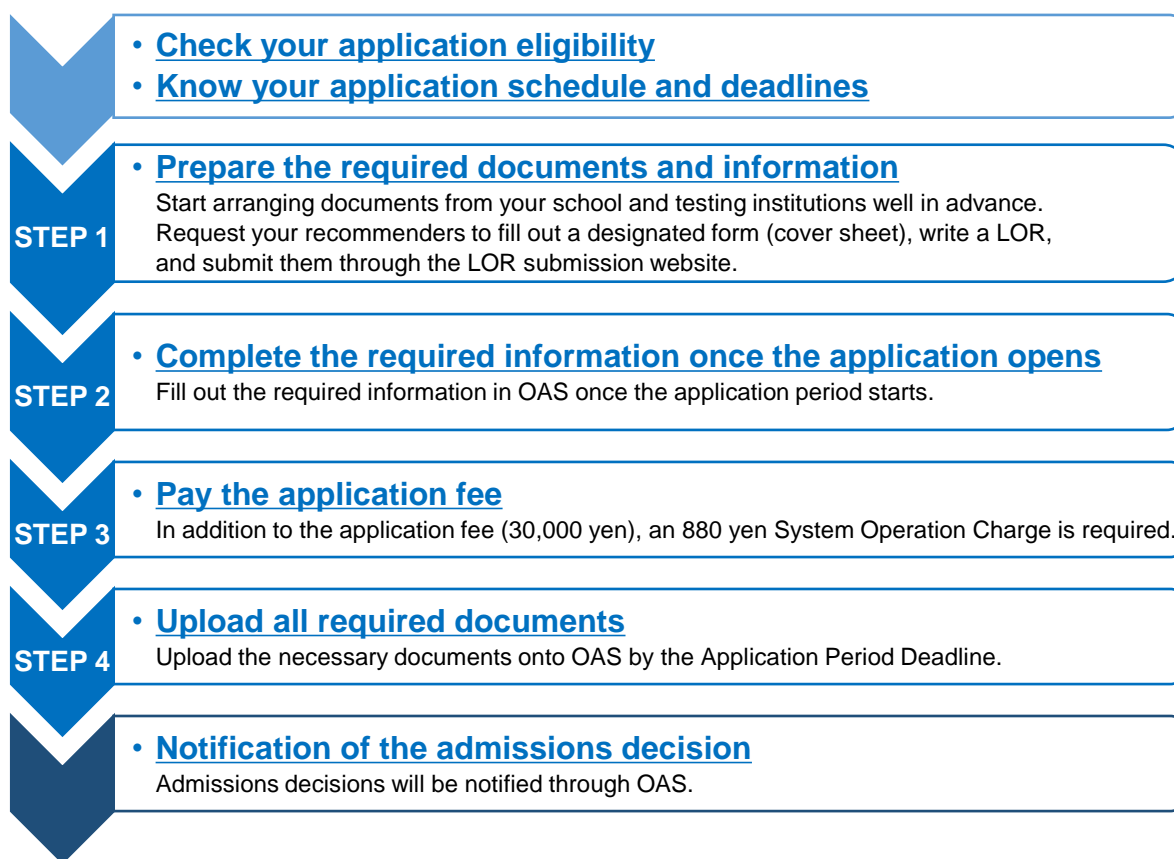
! Especially for foreign nationals residing outside of Japan:

- **Make sure to select an appropriate application period that follows after your final grades/exam results come out.** Otherwise, the above circumstances will delay not only the admission decision but also the entrance procedures afterward. This will significantly affect the required visa application process to enter Japan, and you may not be able to obtain a valid status of residence in Japan in time.
- If you fail to obtain a valid status of residence in Japan in time, you will neither be allowed to enroll in ICU. Be sure to check the necessary visa procedures with your responsibility, as ICU does not check or consider nationalities (or visa requirements) in the screening process. For more details, refer to the “[Student Visa](#)” section on page 24.

HOW TO APPLY

For Degree-Seeking Students:

- The process from the application to the admissions decision is as follows. The application is submitted through the Online Application System (OAS), and the admissions decisions are made by documentary screening.
**NOTE: Online interviews and additional essays may be required at the discretion of the University.*
- Be sure to check that you meet the eligibility criteria first. If you feel uncertain about eligibility, fill out the [Eligibility Check Form](#) and send it to admissions-center@icu.ac.jp at least one month before the application period starts.
- Read this guide carefully and understand the required steps and timeline well in advance. All the steps below (i.e. STEP 1 through STEP 4) must be done by the Application Period Deadline. Once the system becomes available, make sure to create an OAS account to proceed with the necessary steps including LOR (letters of recommendation) arrangements.



For Non-Degree Seeking Students:

See the [APPENDIX](#) to find the necessary steps to follow.

STEP 1: Prepare the required documents and information

➤ Documents to Be Uploaded to the Online Application System (OAS)

- **Documents must be originals or certified copies with a school stamp or signature.**
Student copies are not acceptable. If the certificate or diploma to be submitted is the only copy that cannot be reissued, request your school to make a certified copy of it.
- Be sure to keep the original/certified (paper) copies with you. They must be submitted physically for the entrance procedures once you are accepted.
- All documents must be prepared in English. Documents in a language other than English must be accompanied by an official translation into English prepared by a school official or an official agency such as an embassy.
- If the name on your application documents is different from the name registered for OAS, request your school to prepare a letter of clarification or submit a copy of your passport.

A) 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

Be sure to use the university-offered format (for **Regular Applicants**) linked below:

https://www.icu.ac.jp/en/admissions/undergraduate/docs/PersonalStatement_ForR.docx

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

Be sure to use the university-offered format (for **Transfer Applicants**) linked below:

https://www.icu.ac.jp/en/admissions/undergraduate/docs/PersonalStatement_ForT.docx

B) 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.**

Be sure to use the university-offered format linked below:

https://www.icu.ac.jp/en/admissions/undergraduate/docs/ShortEssay_ForR-T.docx

C) Official Transcript / Term Reports

For Regular Applicants:

- Submit a high school transcript (or term reports) containing all the courses you took and the grades you received in the latest three years of secondary school at the minimum.
- The transcript/term reports must be original or certified documents with a school stamp or signature. Student copies are not acceptable.
- If the most recent marks of your final year are ongoing and thus not included in the transcript, attach a mid-year/-semester report (after your first semester/quarter grades).

In the cases below...	What to do
<input type="checkbox"/> My most recent grades for the first semester/quarter of the final year are ongoing and thus unavailable in any form (even as a mid-year/-semester report) at the time of application.	⇒ For now, submit the one(s) available at the moment. Then, submit your first semester/quarter grades report as soon as they get released.
<input type="checkbox"/> I have attended more than one secondary school.	⇒ If the information for all three years across the schools is included in the most recent school transcript, you can use it. Otherwise, submit a separate transcript for each school.
<input type="checkbox"/> I am graduating early.	⇒ Submit an official school-issued document/letter to that effect.
<input type="checkbox"/> I have skipped a grade.	
<input type="checkbox"/> 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. Your transcript may suffice if it indicates the date of graduation.
<input type="checkbox"/> I have already been attending a university.	⇒ An official university transcript may also be submitted when applying.

For Transfer Applicants:

- Submit a college/university transcript containing all the courses you took and the grades you received. This transcript should include the most recent semester grades.
- The transcript/term reports must be original or certified documents with a school stamp or signature. Student copies are not acceptable.
- In the documentation, we need to confirm you are either enrolled at the institution as a bachelor's degree-seeking student (not as a non-degree-seeking status) or expected to obtain an associate's degree by the time of enrollment at ICU.

In the cases below...	What to do
<input type="checkbox"/> 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.
<input type="checkbox"/> Grading system is not explained in the transcript.	⇒ Submit an official document or a letter issued by the university/college explaining its grading system.
<input type="checkbox"/> I have attended more than one university/college.	⇒ Submit a transcript from each institution you attended.

<input type="checkbox"/> I have obtained an associate's degree / I will obtain an associate's degree by the time of enrollment at ICU.	⇒ Submit an official letter/document issued by your college, which confirms [1] the degree you were (are expected to be) awarded and [2] the (expected) date of graduation. A transcript with the (expected) date of the degree conferred is also acceptable.
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! Answers to Frequently Asked Questions

- Transcripts may be submitted by your guidance counselor via e-mail or registered mail, or by uploading them to the Letter of Recommendation (LOR) submission website with their LOR.
- 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.

D) School Profile / Transcript Legend

For Regular Applicants:

Submit a school profile of your high school. We need one that explains the school's curriculum, grading system, accreditation status, etc. If your school does not possess such materials for this use, request your school to fill out and submit the form linked below:

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

In the cases below...	What to do
<input type="checkbox"/> I have attended more than one high school.	⇒ Submit the school profile from each school you attended.
<input type="checkbox"/> 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.

E) Educational Certification

All first-year applicants (and some transfer applicants) must submit a set of documents called "Educational Certification." Requirements differ by the educational system on which your high school curriculum is based, but in summary, one of the following (1) through (4) is needed.

- (1) **SAT or ACT Plus Writing score report**
 - (2) **IB Full Diploma** (Final Grades or Predicted Grades report)
 - (3) **GCE A Level certificates**
 - (4) **National/Standardized examination results/certificate/diploma**
(which shows the completion of secondary education and thus proves your qualification for university entrance in the country/region on which your high school curriculum is based)
- *(4) only applies to particular countries/regions.

Find more details and country/region-specific information in the "[Educational Certification Requirements](#)" section (p.26).

! NOTE: For those who submit SAT or ACT Plus Writing

Be sure to request the organization to send your score report to ICU well in advance.

For Transfer Applicants:

If you have completed at least one academic year of a bachelor's degree program at the time of application, submission of "Educational Certification" is optional. In this case, submit an official transcript/letter/diploma to that effect instead. Otherwise, one of (1) through (4) above is required.

In the cases below...	Please be aware...
<input type="checkbox"/> I have not completed one academic year of a bachelor's degree program yet at the time of application.	⇒ "Educational Certification" is required unless you have completed at least one academic year of a bachelor's degree program at the time of application.
<input type="checkbox"/> I have obtained an associate's degree but have not enrolled in a bachelor's degree program ever.	
<input type="checkbox"/> I am expected to obtain an associate's degree by the time of enrollment at ICU.	
<input type="checkbox"/> I have already obtained a bachelor's degree by completing 16 years or more of formal education.	⇒ You are exempted from submitting "Educational Certification." Instead, submit an official transcript/letter/diploma certifying the fact that you were (are expected to be) conferred a bachelor's degree.
<input type="checkbox"/> I am expected to obtain a bachelor's degree by the time of enrollment at ICU.	
<input type="checkbox"/> I left my university in progress before obtaining a bachelor's degree but had completed at least one academic year of the coursework there as a degree-seeking student.	⇒ Submission of "Educational Certification" is optional. However, additional certification (which verifies your completion of secondary education, for example) may be required to confirm your application eligibility, depending on your educational background.
<input type="checkbox"/> I temporarily left my university and have recently resumed my studies. Due to this, I have not completed one academic year of a bachelor's degree program yet at the time of application, while it has passed more than one year since I entered the university.	⇒ "Educational Certification" is required unless you have completed at least one academic year of a bachelor's degree program at the time of application. Note that SAT/ACT Plus Writing scores taken more than five years ago are invalid and cannot be used for "Educational Certification."

F) Proof of English Proficiency (IELTS or TOEFL)

Minimum requirement: IELTS 6.5 or TOEFL iBT 79

Upload one of the following documents in PDF format to the Online Application System (OAS):

- Test Report Form (TRF) for IELTS
- Test Taker Score Report for TOEFL

There is no need to arrange for the reports to be sent to ICU directly from the testing institution. On the other hand, OAS requires you to provide your verification number (i.e. TRF number for IELTS and Appointment Number for TOEFL) in part of the data entry.

*Contact each testing institution, not ICU, for any test-related issues including the score reporting.

! IMPORTANT NOTES:

- ☐ The test(s) must be taken no more than two years before the application period starts.
- ☐ MyBest™ score is not accepted for your TOEFL report. Only the single test date score works. TOEFL iBT Home Edition is acceptable. TOEFL ITP (Institutional Testing Program) is not.

☐ **Submission of IELTS or TOEFL is optional if you meet either of the following criteria:**

For Regular Applicants:	<p>(1) 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.</p> <p>(2) Are an IB Diploma candidate and taking or have taken IB English A (“Literature” or “Language and Literature”).</p>
For Transfer Applicants:	<p>(1) 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.</p> <p>(2) Have an IB Diploma and took IB English A (“Literature” or “Language and Literature”).</p>

- ☐ Even if the language of instruction has been English, if it was through home-schooling, contact the [Admissions Center](#) in advance. We need further confirmation to see if you meet the exemption criteria.
- ☐ **For those with refugee status or in similar serious situations of forced displacement:** You may submit Duolingo English Test (DET) results instead of IELTS or TOEFL. The minimum requirement is DET 110. If this applies to you, contact the [Admissions Center](#) in advance. You need permission to use your DET score for the online entry.

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

G) Two Letters of Recommendation

Step-by-step instructions for arranging the letters of recommendation (LOR) can be found at [Manual for Applicants on Requesting Letters of Recommendation](#).

*Make sure to check this manual for information on how to make requests to your recommenders.

For Regular Applicants:

- [1] One must be written by your high school principal, guidance counselor, or IB coordinator.
 [2] The other must be from a high school instructor who has taught you a core academic subject.

⇒ Ask your recommenders to upload their LOR through the LOR submission website.
 Each letter requires a different form as an attachment (cover sheet) for each role.
 See the table below and give each recommender the correct form.

*There is no specific form for the letter of recommendation itself.

[1] Letter from your high school principal, guidance counselor, or IB coordinator

Must be attached to [Form I](#).

- ☐ For applicants from Japanese high schools, a letter from the homeroom teacher is acceptable.
- ☐ If you have attended more than one secondary school, arrange for one from the school you have graduated/are expected to graduate from.

[2] Letter from an instructor in your high school who has taught you a core academic subject

Must be attached to [Form II](#).

- ☐ By “core academic subject,” English, Social Studies, Mathematics, Science, Foreign Language, etc. are assumed.
- ☐ A foreign language instructor who has taught your native language or the one spoken in your home is not applicable. Nor is ESL (English as a Second Language) regarded as a “core academic subject.”

For Transfer Applicants:

- [1] One must be written by an instructor at your most-recently-attended university/college who has taught you an academic subject.
- [2] The other must be from your academic advisor or another instructor at the university/college who has taught you an academic subject.

⇒ Ask your recommenders to upload their LOR through the LOR submission website. Each letter requires the designated form as an attachment (cover sheet). See the table below. *There is no format for the letter of recommendation itself.

[1] Letter from an instructor at your most-recently-attended university/college who has taught you an academic subject

[2] Letter from your academic advisor or another instructor at the university/college who has taught you an academic subject

Must be attached to [Form III](#) for each.

- ☐ A foreign language instructor who has taught your native language or the one spoken in your home is not applicable. Nor is ESL (English as a Second Language) regarded as a “core academic subject.”
- ☐ If you have not completed one academic year of university/college work at the time of application, you may submit a second letter from your high school principal, guidance counselor, IB coordinator, or instructor who taught you a core academic subject. In such cases, make sure to use [Form I](#) or [Form II](#) as an attachment (cover sheet).

! For Recommenders:

Instructions for recommenders can be found on the following webpage:

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

NOTES: Answers to frequently asked questions from recommenders:

Questions	Answers
<input type="checkbox"/> I (Recommender) have technical difficulties using the LOR submission website.	⇒ Contact the Admissions Center . You may e-mail your letter of recommendation directly. Make sure to include the completed designated form. Use your official e-mail account (with the school domain) so we can identify the sender's identity.
<input type="checkbox"/> Is it okay to submit a LOR even prior to the application period?	⇒ Yes. Once the submission website opens, the applicant may request you for a LOR to be uploaded to the system even before the application period starts. If it is before the LOR submission website opens, e-mail your LOR file(s) to the Admissions Center. In that case, make sure to use your official e-mail account (with the school domain).

<input type="checkbox"/> I (Recommender) prefer paper forms and like to ship my LOR directly.	<p>⇒ ICU will also accept your LOR (and completed form as a cover sheet) by postal mail. Here is the mailing address:</p> <p>Admissions Center International Christian University 3-10-2, Osawa, Mitaka, Tokyo 181-8585, JAPAN</p> <p>In this 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 themselves. It may be sent to ICU by the applicant or 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.</p>
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➤ Information to Be Completed in the Online Application System (OAS)

The following corresponds to the entry section required via OAS.

H) Basic Information

In the “Basic Information” section, the following data entry will be required; those are, desired student category (Regular / Transfer / One-Year-Regular /Kenkyusei), applicant’s information (name, date of birth, nationality(ies), status of residence in Japan (if applicable), language(s), contact address, phone number, etc.), parent’s/guardian’s information, and so on.

I) Educational History

The application system requires that all educational institutions be entered, from elementary school to the latest school you are attending or graduated from. The name(s) of the school(s) must be given in English as it appears on your transcript(s). In the data entry, the following are also required; namely, the length of study (start and end dates), language(s) of instruction, school location, and the name of the diploma/certificate (to be) conferred.

*Educational Certification

OAS also requires you to enter the name of your “Educational Certification.” In the case of SAT or ACT Plus Writing, for example, your test score, test date, and arranged date (when you request for score reporting to ICU) must be completed.

*Proof of English Proficiency (IELTS or TOEFL)

You will need to enter your overall test score, test date, and Test Report Form Number (for IELTS) or Appointment Number (for TOEFL). If you meet the exemption requirements, there is a box to check for verification. Use of Duolingo test results is permitted only for those with refugee status or in a similar serious situation of displacement. If this applies to you, contact the [Admissions Center](#) in advance.

J) Additional Information (Extracurricular Activities, Special Recognition)

- For the “Extracurricular Activities” fields, you may list any extracurricular activities, community service activities, and/or internships that you have been involved during or after high school/college/university. If you have been away from school for more than a year, include the activities you have been involved in after leaving the school. (e.g. internship,

studying at language schools, employment, etc.)

- For the “Special Recognition” fields, you may list any honors, prizes, or special recognitions you have earned while in high school/college/university.

! NOTE: Make use of the “Additional Information” section:

Additional or supplementary documents not directly required for the application will not be accepted, so provide a comprehensive description of such activities and honors in the “Additional Information” section.

STEP 2: Complete the required information once the application opens

1. Once the application period starts, click the “Apply Now” button from MyPage.

See page 4 for signing up/in. (>> [Create Your Account for Online Application](#))

2. Fill out the required information online for your application.

See page 17 for the required information to be completed.

(>> [Information To Be Completed via the Online Application System \(OAS\)](#))

3. Upload your portrait photo.

Below are the requirements for your portrait photo to be uploaded.

- ☐ Must be taken within three months before you submit the application
- ☐ Front view above chest level with a plain background
- ☐ File size of the photograph should be 20MB or less.
- ☐ Should be approximately 2 million pixels or less.
(Vertical pixels x Horizontal pixels = Number of pixels in a photo)
- ☐ The file formats that can be registered are JPEG (.jpg and .jpeg) or PNG (.png).
- ☐ The height:width ratio should be 4:3.
- ☐ Images that have not been manipulated (eyes, nose, facial contours, etc.)

4. Answer simple questionnaire and move on to the “Confirm Your Entries” page.

Responses to the questionnaire will be used for research purposes only and never affect admissions decisions. On the “Confirm Your Entries” page, check all the information you have entered before proceeding to the application fee payment. Once the payment has been made, you cannot change the data. Should there be any corrections, contact the Admissions Center via the OAS inquiry form.

STEP 3: Pay the application fee

- Payment must be made by credit card transfer through the Online Application System (OAS): 30,000 yen for the application fee plus 880 yen for the system operation charge.

***Both the application fee and system operation charge are non-refundable.**

- VISA, MasterCard, JCB, AMEX, and Diners cards are acceptable.
- The name on the card does not have to be that of the applicant.
- Upon the payment completion, you will receive a notification e-mail through the system.
- Make your payment well before the Application Period Deadline so you can upload the necessary documents in time. Remember all the steps, including the document upload (which follows after the application fee payment), must be done within the Application Period.

STEP 4: Upload all required application documents

- Once you have completed the data entry and application fee payment, go back to MyPage, where you can upload necessary documents (in PDF format) to the Online Application System (OAS) to complete your application.
- Make sure to upload all of your application documents by the Application Period Deadline.
- See page 5 for the check list (>> [Online Application Checklist](#)).

! IMPORTANT:

- ☐ For double-sided documents, do not forget to upload the reverse side of the documents.
- ☐ You are required to upload the original or certified copies of the documents with a signature or stamp of the school or institution.
- ☐ Keep the physical copies of the documents you uploaded, as they must be submitted to ICU by postal mail along with other required documents for entrance procedures once accepted.
- ☐ Two letters of recommendation (along with the designated forms) must be submitted by recommenders through the LOR submission website by the Application Period Deadline. When they upload the documents, you will be notified by e-mail.
- ☐ Any application documents will not be returned.

➤ After You Have Completed the Online Application

- ICU will check your application and notify you through the Online Application System (OAS) when your application documents have been received and confirmed. It takes some time for all documents to be fully checked and their status reflected. Therefore, **please refrain from inquiring about the status of your application via e-mail or the OAS inquiry form, but wait for the notification from OAS.**
- Meanwhile, be sure to check MyPage regularly since you will be notified via OAS if there are any questions regarding the documents you have submitted.
- ICU may correct and update your data in OAS if necessary.
- Your application number will be given a few weeks after the Application Period Deadline.
- If there is any change to your address or contact information, be sure to inform ICU via the OAS inquiry form before the "Notification of Decisions" date.

NOTE: Online interview(s) and additional essay(s) may be required as part of the selection process at the discretion of the University. For those to whom this applies: you will hear from ICU via OAS concerning the detailed arrangements/requirements.

NOTIFICATION OF DECISIONS

Admission decisions will be notified through the Online Application System (OAS) at 11:00 (JST) on the "Notification of Decisions" dates. Note that ICU will not respond to any inquiries regarding the decisions.

The decision will be shown in one of the four patterns below:

- ☐ ADMITTED
- ☐ CONDITIONAL
- ☐ PENDING
- ☐ NOT ADMITTED

} For more details about "CONDITIONAL" and "PENDING," see the descriptions in the latter half of this page.

Once "ADMITTED" or notified as "CONDITIONAL" or "PENDING," download important documents from the **"Download important documents from here"** button that appears on MyPage next to "5. Admission Result" part of your application status.

! IMPORTANT: Ensure to save the downloaded documents (.pdf) for your copy because they will become inaccessible after a certain period of time.

☐ "CONDITIONAL" (only applicable to GCE A Level and HKDSE candidates, and some IB Diploma candidates, who has applied to ICU with their predicted grades)

⇒ "CONDITIONAL" means you have received an offer but not yet completed all necessary qualifications for admission. To finalize your admission decision, you must meet certain conditions as outlined in the documents you download on the "Notification of Decisions" date.

Such "CONDITIONAL" decisions only apply to GCE A Level and HKDSE candidates, and some IB Diploma candidates, using their predicted grades for "Educational Certification." These candidates will only be admitted once their final A Level, HKDSE, and IB results have been submitted and confirmed as achieving certain grades requirements. Until final admission is granted, they will not be able to proceed to the further steps like entrance procedures, and/or visa and on-campus dorm application (if applicable).

☐ "PENDING" (waiting for the final grades/exam results for "Educational Certification" or assigned to take an online interview exam at the discretion of the University)

⇒ "PENDING" means that your application is still under review for a final admission decision, waiting for some missing, but important, components for your assessment to be confirmed.

- (1) For example, if the final grades/examination results for your "Educational Certification" are not confirmed yet and thus not submitted at the time of application (though, the other required documents than "Educational Certification" must be duly submitted in time), you will be notified as "PENDING." In this case, your admission decision will not be made until your final grades/examination results are submitted.
- (2) Or, in regardless of the above case, you may be notified as "PENDING" at the discretion of ICU under certain circumstances, assigned to take an online interview exam to prove your qualifications to be admitted.

In either case, detailed instructions can be found in the documents you download from MyPage on the "Notification of Decisions" date; concerning what kinds of actions are needed, by when, and in what manner.

(See the next page for the example of the relevant "Educational Certifications".)

! INFORMATION: Below are examples of “Educational Certification” that require to be addressed as above (1). For more details, refer to the notes on [pages 29 and 30](#) as well.

For April Entry:	<input type="checkbox"/> Senior/High School Certificate and ATAR (Australia) <input type="checkbox"/> NCEA Level 3 with University Entrance (New Zealand) <input type="checkbox"/> College Scholastic Ability Test (Korea) etc.
For September Entry:	<input type="checkbox"/> Abitur (Germany) <input type="checkbox"/> French Baccalauréat (France) <input type="checkbox"/> Senior/High School Final Transcript (Canada) etc.

!! ATTENTION: For those notified as “CONDITIONAL” or “PENDING”

⇒ **Delayed enrollment process, reducing the likelihood of on-campus housing:**

- ☐ Since your admission decision cannot be made until your final grades/exam results for “Educational Certification” are submitted, you must be well aware of the prospective delay in your entrance procedures compared to other admitted students.
- ☐ Depending on when your final grades/exam results are submitted, you may not be able to apply for on-campus dormitories. For other (off-campus) housing possibilities, see the “[Accommodation](#)” section (p.36) too.

⇒ **Important notes for foreign nationals residing outside of Japan:**

- ☐ The above circumstances will delay not only the admission decision but also the entrance procedures afterward. This will significantly affect the required visa application process to enter Japan, and you may not be able to obtain a valid status of residence in Japan in time.
- ☐ If you fail to obtain a valid status of residence in Japan in time, you will neither be allowed to enroll in ICU. Be sure to check the necessary visa procedures with your responsibility, as ICU does not check or consider nationalities (or visa requirements) in the screening process. For more details, refer to the “[Student Visa](#)” section on page 24.

WHEN YOU ARE ADMITTED

Download the following documents from the Online Application System (OAS).
(Click the "**Download important documents from here**" button on MyPage.)

- ☐ Notification of Acceptance
- ☐ Invoice for Tuition and Academic Fees
- ☐ Scholarship Award Letter (only if applicable)
- ☐ Important Notice of Entrance Procedures (containing URL to the "Entrance Procedures Website" and "ENTRANCE PROCEDURES - BOOK OF FORMS -")

NOTE: Admissions cannot be deferred to a later term or year.

1. Entrance Procedures

Submit entrance procedure documents and pay academic fees by the following dates.
Details can be found on the Entrance Procedures Website.

April 2024 Entry	September 2024 Entry
February 1, 2024	June 3, 2024

NOTE: Postmarking or payment after the deadline will NOT be accepted and will be considered as declining the offer.

! IMPORTANT: For applicants who do not hold Japanese nationality...

You must obtain a valid status of residence in Japan so as to enroll in ICU. Since the required visa application due date comes earlier than the above entrance procedure deadline, check "[Procedures Necessary for Entering Japan](#)" and understand the required steps beforehand.

2. Academic Fees Payment

Following the instructions given through "Invoice for Tuition and Academic Fees," make sure to pay "Academic Fees" as below by the designated due date:

	For Regular and Transfer Students:	For One-Year-Regular and Kenkyusei:
Matriculation fee	¥300,000	¥150,000
Tuition (for the first term)	¥369,000	¥369,000
Facilities Fee (for the first term)	¥118,000	¥118,000
Total:	¥787,000	¥637,000

Academic Fees Payment Deadlines

	April 2024 Entry	September 2023 Entry
Matriculation Fee Deadline:	February 1, 2024	June 3, 2024
Tuition & Facilities Fee Deadline:		August 9, 2024

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

! Important notes about the “Academic Fees” payment:

- ☐ 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.
- ☐ Those who are notified as "CONDITIONAL" or "PENDING" may have different payment schedules. Refer to the “Invoice for Tuition and Academic Fees,” which will be given with the “Notification of Acceptance” once you are accepted.

3. Submit Original Copies of the Uploaded Application Materials

Send the original or certified copies of the application materials (you uploaded to the Online Application System (OAS)) via courier service or registered mail, along with the “Entrance Procedures” forms enclosed.

*Examples of the original documents to be submitted:

- ☐ Official Transcript/Term Reports
- ☐ High School Profile
- ☐ Educational Certification
(IB final/predicted grades, GCE A Level certificates, national examination results, etc.)

*Notes:

- If your school has already submitted documents directly to ICU by uploading them to the system, or via e-mail/mail, the originals or certified copies are not required.
- If you only have the original certificate or diploma that cannot be reissued, request your school to make a certified copy.
- For SAT/ACT/IELTS/TOEFL score reports, original or certified copies are not required to be mailed. Also, printed copies of your Personal Statement and Short Essay are not required.

! IMPORTANT: Admission will be rescinded in the following cases:

- ☐ If there is a discrepancy between originals or certified copies submitted by mail and those uploaded to the Online Application System (OAS).
- ☐ If the receipt of originals or certified copies cannot be confirmed by the deadline, even if you have submitted the “Entrance Procedures” forms and paid your academic fees in time.

4. Procedures Necessary for Entering Japan

For Foreign Nationals Residing Outside of Japan:

You must be aware of the required visa application process to enter Japan with a “Student” status.

- ☐ You must have or obtain valid status of residence in Japan to enroll in ICU.
- ☐ Even if you complete the required entrance procedures after receiving the “Notification of Acceptance” from ICU, if you fail to obtain valid status of residence 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 “Student (*Ryūgaku*)” visa.

- ☐ The “Student” visa application procedure 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).”

NOTE: Keep in mind that it takes a significant amount of time (two to three months depending on the circumstances, according to the recent immigration reports) for the university to receive CoE from the immigration bureau.

- ☐ 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 2024 Entry	September 2024 Entry
December 8, 2023	May 10, 2024

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

- ☐ These deadlines are shortly after the notification 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. You should 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 <https://www.icu.ac.jp/en/admissions/finance/> or [pages 31 and 32](#) 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.

(Sample)

別紙証明書
ACCOUNT BALANCE CERTIFICATE

SAMPLE

TARO KOKUSAI 国際 太郎 様

Date: 1/6/20XX
0422-33-XXXX

ICU銀行
XXX Branch
0422-33-XXXX

20XX年0月1日現在の上記ご名義の下記振込口座の残高を証明いたします。
We hereby certify that the balance of the above account holder with us as of 1/6/20XX is as indicated below.

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

SAMPLE

June 1, 20XX

Taro Kokusai
10-2, Osawa 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

John Smith
Customer Service
XXX Branch

Official certificate of account balance should;

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

! IMPORTANT: For foreign nationals residing outside Japan who are notified as “CONDITIONAL” or “PENDING”

- ☐ Since your admissions decisions will not be made/finalized until your final grades/exam results for “Educational Certification” are submitted, you must be aware of the prospective delay in your entrance procedures compared to other admitted students.
- ☐ This delay will significantly affect the required visa application process to enter Japan, and you may not be able to obtain a valid status of residence in Japan in time.
- ☐ If you fail to obtain a valid status of residence in Japan in time, you will neither be allowed to enroll in ICU. You must check the necessary visa procedures with your responsibility as ICU does not check or consider nationalities (or visa requirements) in the screening process.
- ☐ This is why it is strongly recommended, in the first place, that applicants with a foreign nationality select an appropriate application period that follows after their final grades/exam results come out. Refer to the notes on [pages 29 and 30](#) as well regarding the examples of “Educational Certification” that require to be addressed as above.

EDUCATIONAL CERTIFICATION

"Educational Certification" Requirements

All first-year applicants (and some transfer applicants) must submit a set of documents called "Educational Certification." Detailed requirements differ by country/region and educational system on which your high school curriculum is based, but in summary, one of the following is needed:

- (1) **SAT or ACT Plus Writing score report**
 - (2) **IB Full Diploma** (Final Grades or Predicted Grades report)
 - (3) **GCE A Level certificates**
 - (4) **National/Standardized examination results/certificate/diploma** (which shows the completion of secondary education and thus proves your qualification for university entrance in the country/region on which your high school curriculum is based)
- *(4) only applies to particular countries/regions.*

■ **SAT, ACT Plus Writing, and GCE A Level can be used for your "Educational Certification" regardless of the national/regional system on which your school curriculum is based.** This may answer your potential questions below:

In the cases below	What to do
<input type="checkbox"/> My country/region does not have such a national examination or qualification certificate that leads to university entrance.	Submit one of the following instead: 1. SAT 2. ACT Plus Writing 3. GCE A Level
<input type="checkbox"/> I prefer to use another "Educational Certification" besides the one on which my school curriculum is based.	Remember, however, you must submit a certificate of (prospective) secondary education completion in your country/region since this regards your application eligibility in the first place. Otherwise, your acceptance may be canceled.

NOTE: For applicants who are unable to take either national examinations required for admission to higher education or SAT/ACT Plus Writing because of

(1) Test cancellations, delays, or insufficient capacity of the test venue due to the impact of COVID-19, OR

(2) Natural disaster, war, or similar serious situations

⇒ Contact the [Admissions Center](#) before the application period starts to explain the specific situation you have been placed in.

!! IMPORTANT: For foreign nationals residing outside Japan whose final grades/exam results for "Educational Certification" are not yet available at the time of application.

- ☐ Check the important notes on [pages 29 and 30](#). If you have any concerns regarding this, be sure to contact the [Admissions Center](#) well in advance since it may result in a delay in the Certificate of Eligibility (CoE) application procedure.
- ☐ Remember that if you fail to obtain a valid status of residence in Japan in time, you will neither be allowed to enroll in ICU even if you are accepted through this admission (i.e. English Language Based Admissions).
- ☐ This is why it is strongly recommended, in the first place, that applicants with a foreign nationality select an appropriate application period that follows after their final grades/exam results come out.

(1) SAT or ACT Plus Writing score report

- Your official score report must be delivered to ICU directly from the testing institution.

ICU's institutional code is "0860" for SAT and "5279" for ACT Plus Writing.

- Make sure to arrange this well in advance so that the official certificate can reach ICU before the application period starts. Since it usually takes several weeks for your official report to be sent to the university, you should have this arrangement done one month before the application period.

! Important notes regarding SAT/ACT Plus Writing

- ☐ Only scores taken within the last five years are valid: scores older than five years will not be accepted.
- ☐ ICU will evaluate your application noting the highest test scores in each section across test dates (also known as "Superscore").
- Your application will be considered incomplete if your official score cannot be confirmed. When arranging the score reporting, you should keep a copy of your order invoice as proof.
- Also, the Online Application System (OAS) requires you to upload your test taker's score report (.pdf) for confirmation.

**Contact each testing institution for score reporting/delivery and other test-related questions.*

(2) IB Full Diploma* (Final Grades or Predicted Grades Report)

- Arrange for your IB final grades to be sent electronically to ICU through the IB organization or for your school to prepare and submit a certified copy of them.
- If your final marks are unavailable at the time of application, request your school to issue a predicted grade report. [Report Form for IB Predicted Grades](#) may be used for this purpose.

! Important notes for those who use the predicted IB grades:

- ☐ Your application will be evaluated based on the predicted grades and other required documents. However, the acceptance may be conditional. In such cases, your acceptance will be finalized when ICU reviews your IB final results and confirms that you meet certain criteria, which will be notified when you receive the conditional acceptance.
- ☐ If you wish to avoid the possibility of conditional acceptance, you may use SAT or ACT Plus Writing for your "Educational Certification." On the other hand, remember that you must submit the IB Diploma (or equivalency if your school has other recognized accreditation for the curriculum you will complete) as part of your entrance procedures once you obtain it.

**IB certificate cannot be recognized as an "Educational Certification." IB Full Diploma is required.*

(3) GCE A Level certificate

- Submit the following certificates (original or certified copies):

- ☐ 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 applicable)

- At least five subjects must be passed; ideally, one from each subject group: Humanities, Social Sciences, Mathematics, Natural Sciences, and Languages. Of the five passes, two must be at the GCE A Level.

! Other notes regarding the course requirements:

- ☐ Applicants originally from non-English speaking countries/regions are recommended to take "English Language" in the Language subject group unless they spent their junior and senior high school years - approximately six years - in the British school system.
- ☐ Foreign language courses cannot be counted towards the above requirements if teaching your native language or one spoken in your home.

- If your final grades are unavailable at the time of application, request your school to issue a predicted grades report.

! Important notes for those who use the predicted grades report:

- ☐ Your application will be evaluated based on the predicted grades and other required documents. However, the acceptance will be conditional. In other words, your admissions decision will be finalized when ICU reviews your final A Level results. To this end, request your school official to send your final results to ICU soon after they come out.
- ☐ If you wish to avoid a conditional acceptance, you may use SAT or ACT Plus Writing for your "Educational Certification." Remember, however, that you must submit your A Level certificate in the entrance procedures once you obtain it.

(4) National/Standardized examination results/certificate/diploma

- Besides the standardized test results or qualification certificates listed above (1) to (3), you may use other national/standardized examination results/certificate/diploma for your "Educational Certification," which must show the completion of secondary education and thus proves your qualification for university entrance in the country/region on which your high school curriculum is based. ***This only applies to particular countries/regions.**

*** Examples of "Educational Certification" by country/region:**

For examples of "Educational Certification" by country/region, check the list below. Note that the following requirements are subject to change without prior notice due to the educational reform in the country/region. If your country/region is not listed, fill in the [Eligibility Check Form](#) and send it to the [Admissions Center](#) for inquiry.

Australia	⇒ Senior/High School Certificate* and Australian Tertiary Admissions Rank (ATAR). *Details differ by state/territory. Check the website below: https://www.acaca.edu.au/index.php/senior-secondary-certificates/								
Canada	⇒ Senior/High School Final Transcript that shows the completion of the required curriculum and/or final examination for entering a four-year university in Canada. Below are course requirements by province: <table border="1"> <tr> <td><input type="checkbox"/> British Columbia</td><td>Four Grade-12 academic courses, including English Studies 12 (or English 12 or English 12 First Peoples), and excluding foreign language courses that teach your native language or one spoken at home.</td></tr> <tr> <td><input type="checkbox"/> Ontario</td><td>Six Grade-12 4U/4M courses including English 4U</td></tr> <tr> <td><input type="checkbox"/> Prince Edward Island</td><td>Five Grade-12 academic courses (611 or 621) including English 621</td></tr> <tr> <td><input type="checkbox"/> Other Provinces</td><td>For other provinces, please inquire at the Admissions Center in advance.</td></tr> </table>	<input type="checkbox"/> British Columbia	Four Grade-12 academic courses, including English Studies 12 (or English 12 or English 12 First Peoples), and excluding foreign language courses that teach your native language or one spoken at home.	<input type="checkbox"/> Ontario	Six Grade-12 4U/4M courses including English 4U	<input type="checkbox"/> Prince Edward Island	Five Grade-12 academic courses (611 or 621) including English 621	<input type="checkbox"/> Other Provinces	For other provinces, please inquire at the Admissions Center in advance.
<input type="checkbox"/> British Columbia	Four Grade-12 academic courses, including English Studies 12 (or English 12 or English 12 First Peoples), and excluding foreign language courses that teach your native language or one spoken at home.								
<input type="checkbox"/> Ontario	Six Grade-12 4U/4M courses including English 4U								
<input type="checkbox"/> Prince Edward Island	Five Grade-12 academic courses (611 or 621) including English 621								
<input type="checkbox"/> Other Provinces	For other provinces, please inquire at the Admissions Center in advance.								

France	⇒ French Baccalauréat examination certificate
Germany	⇒ Abitur certificate
Hong Kong	⇒ Hong Kong Diploma of Secondary Education (HKDSE) report (issued in English) <div> <input type="checkbox"/> Must contain four Core Subjects and two Elective Subjects (in Category A) <input type="checkbox"/> If not taking Chinese Language, three Elective Subjects are needed. <input type="checkbox"/> Mathematics Extended Part Module 1 or 2 can be used to meet the elective requirement. </div>
Indonesia	⇒ SAT, ACT Plus Writing or GCE A Level
Japan	⇒ SAT, ACT Plus Writing or GCE A Level
Korea	⇒ College Scholastic Ability Test (CSAT) result report (issued in English)
New Zealand	⇒ Record of Achievement and School Results Summary showing National Certificates of Educational Achievements (NCEA) Level 3 with University Entrance
Singapore	⇒ Singapore-Cambridge General Certificate of Education Examinations Ordinary-Level (GCE O-Level) and Advanced Level (GCE A-Level). <div> <input type="checkbox"/> At least three H2 subjects must be passed. </div>
USA	⇒ SAT, ACT Plus Writing or GCE A Level

NOTE: If your country/region or educational system is not listed above, check [this website](#). If not listed on the website either and you do not have SAT / ACT Plus Writing / GCE A Level, contact the [Admissions Center](#).

!! NOTE: Does any of the following apply to you?

In the cases below...	Please be aware
<input type="checkbox"/> I am an IB Diploma / GCE A Level / HKDSE candidate applying with my predicted grades, as my final grades/examination results are unavailable at the time of application.	⇒ Your application will be evaluated based on the predicted grades and other required documents. However, the acceptance will be conditional for A Level and HKDSE candidates and may be conditional for IB Diploma candidates. Your acceptance will be finalized after ICU reviews your final grades once they get released. (See the next page for more information.)
<input type="checkbox"/> My final grades/examination results* for “Educational Certification” are unavailable at the time of application, and thus I cannot submit my “Educational Certification” at the time of application.	⇒ Even if your final grades/examination results have not yet come out at the time of application, still make sure to submit all other application documents properly by the deadline. For September Entry, you have no option but to apply for the second application period, not the first. Your admission decisions will not be made until your final grades/exam results are submitted. (See the next page for more information.)

*For examples, this may apply to Senior/High School Certificate and ATAR (Australia), NCEA Level 3 with University Entrance (New Zealand), and CSAT result report (Korea) for April Entry, and to Abitur (Germany), French Baccalauréat (France), Senior/High School Final Transcript (Canada) for September entry. Details can be found in the “[Educational Certification](#)” section.



In either case, be aware of the prospective delay in your enrollment process since your admission decision cannot be made until your final grades/exam results are submitted.

Depending on when your final grades/exam results are submitted, you may not be able to apply for on-campus dormitories. For other (off-campus) housing possibilities, see the "[Accommodation](#)" section (p.36) too.

! Especially for foreign nationals residing outside of Japan:

- **Make sure to select an appropriate application period that follows after your final grades/exam results come out.** Otherwise, the above circumstances will delay not only the admission decision but also the entrance procedures afterward. This will significantly affect the required visa application process to enter Japan, and you may not be able to obtain a valid status of residence in Japan in time.
- If you fail to obtain a valid status of residence in Japan in time, you will neither be allowed to enroll in ICU. Be sure to check the necessary visa procedures with your responsibility, as ICU does not check or consider nationalities (or visa requirements) in the screening process. For more details, refer to the "[Student Visa](#)" section on page 24.

EXPENSES

Expenses for Academic Year 2024-2025

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 AY2024-2025

- 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 (¥369,000 per term)	¥1,107,000
Facilities Fee (¥118,000 per term)	¥354,000
Annual Total:	¥1,761,000

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

Matriculation fee (first year only)	¥150,000
Tuition (¥369,000 per term)	¥1,107,000
Facilities Fee (¥118,000 per term)	¥354,000
Annual Total:	¥1,611,000

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 all who are moving from overseas - National Health Insurance	approx. ¥12,000-¥15,000/year* when reduction for no income individuals is applied
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 2024-2028

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 2024.

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

Academic Year	Tuition	Facilities fee
2024-2025	¥1,107,000	¥354,000
2025-2026	¥1,137,000	¥354,000
2026-2027	¥1,167,000	¥354,000
2027-2028	To be announced	

For more information, refer to the following web link.

<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, refer to p.[31-32](#).
- ICU has broad categories of financial aid and scholarships:
 - A) Financial support that students can apply for with the admissions application to ICU
 - B) Financial support that students can apply for after the enrollment at ICU
- 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) Financial support that student can apply for with the admission application:

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:	Matriculation Fee, Dormitory Admission Fee, annual Tuition and Facilities Fee, and annual On-Campus Dormitory Fees (excluding July and August) for the four years.

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:	Matriculation Fee, as well as Tuition and Facilities Fee for the first term each year for the four years.

University of Tomorrow Scholarship

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

◆ Eligibility:	<p>Applicant must meet all conditions listed below:</p> <ol style="list-style-type: none"> (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
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	<p>(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)</p> <p>(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)</p> <p>(6) Be a student who wishes to enter the College of Liberal Arts, ICU as their first choice college to seek an undergraduate degree</p>
◆ Award amount:	Matriculation Fees, annual Tuition and Facilities Fees, Dormitory Admission Fee, and annual On-Campus Dormitory Fees (excluding July and August) 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, 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. Currently, JICUF offers the Nelson Ranch Scholarship for Christian students with US citizenship to attend ICU. For full eligibility requirements for this scholarship, visit www.jicuf.org. Feel free to contact JICUF directly at information@jicuf.org, and follow them on Facebook and Instagram.

B) Financial support that student can apply after the enrolment at ICU:

1. Support from ICU

◆ ICU Scholarship for International Students:	After matriculation, international students with high academic promise/achievement and serious financial need may apply for ICU Scholarship for International Students. Application and screening procedures are carried out every year. 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 foreign residents who possess permanent/long-term resident status permanent/long-term residents.

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

2. Support from other organizations

Aside from financial aid and scholarships provided by ICU, 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/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>

< Capacity and Fees (AY2023) >

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	32,200
Third Women's	Female	40	2		25,750
Fourth Women's	Female	32	2		31,000
Global House	Male & Female	64	1		52,950
Zelkova House		126	2		51,300
Ginkgo House		126	2		51,300
Oak House		126	2		51,300
Maple House		128	2		50,500
			1* ²		
Momi House		160	2		50,500
			1* ²		

* 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.

! IMPORTANT: For those who are notified as “CONDITIONAL” or “PENDING” (namely, whose admissions decisions will not be made/finalized until their final grades/exam results for “Educational Certification” are submitted)

- ☐ Depending on when your final grades/exam results are submitted, you may not be able to apply for on-campus dormitories. This is the case for applicants whose admissions decisions are made after
- November 27, 2023 (for April Entry),
 - February 26, 2024 (for the first application period of September Entry), or
 - April 19, 2024 (for the second application of September Entry)

B) Homestay

- Living with a Japanese family will enable you to experience Japanese culture, daily life and also to practice your Japanese language. Information can be found at the website 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, 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, make sure you identify yourself as a future ICU student in order to receive ICU students' benefit.

APPENDIX:

Online Application Checklist for Non-Degree Seeking Applicants

Prepare the required documents and information for your online application well in advance. Here is the checklist. Each link brings you to detailed instructions and notes.

For One-Year-Regular (OYR) Students / Kenkyusei (Special Students):

<input checked="" type="checkbox"/>	Items	How to Submit
<input type="checkbox"/>	A) Personal Statement	Upload the required documents to the Online Application System (OAS).
<input type="checkbox"/>	B) Official Transcript	
<input type="checkbox"/>	C) Proof of English Proficiency (IELTS or TOEFL)	
<input type="checkbox"/>	D) Two Letters of Recommendation	Recommenders must upload their letter of recommendation onto a designated website.
<input type="checkbox"/>	E) Basic Information	Applicants must complete the required entry forms in OAS.
<input type="checkbox"/>	F) Educational History	
<input type="checkbox"/>	G) Additional Information (Extracurricular Activities, Special Recognition)	

Only for Kenkyusei (Special Students)

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 (OAS)

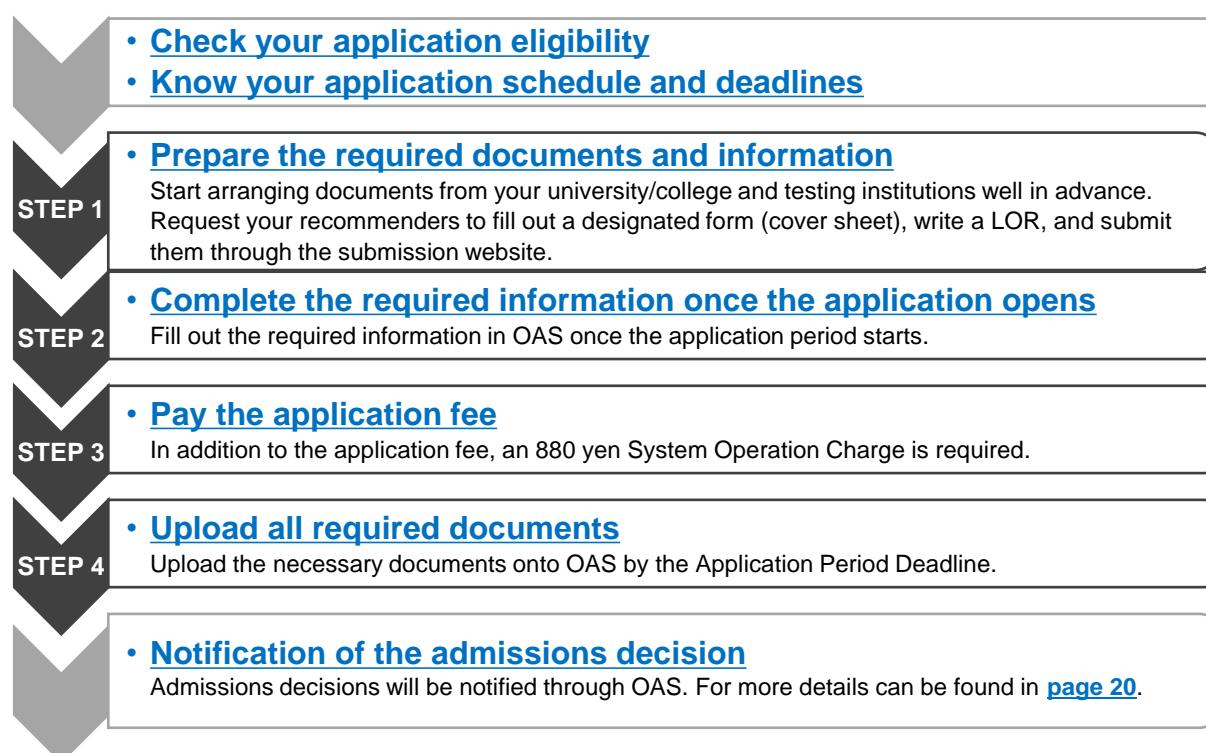
!! NOTE: Please keep in mind the following points when preparing.

- **Student copies are not accepted.** Application documents must be originals or certified copies with a school stamp or signature. Make digital copies in PDF format and upload them to OAS.
- **Start arranging documents well in advance** before the application period. Some official documents take time to be issued by the school/ministry of education/examination body, etc.
- **Convert documents to PDF format** before uploading them to OAS. Several data formats cannot be processed by the system, such as “.pages” and “.numbers.”
- **Letter of recommendation (LOR) is confidential** and must be uploaded by the recommender to the LOR submission website.
- **Documents in a language other than English must be accompanied by an official English translation** prepared by your school official or an official agency such as an embassy.
- **Keep the original documents with you that you uploaded to OAS.** In the prospective entrance procedures (which follow after acceptance), you must submit the originals or certified paper copies of the uploaded documents by postal mail.

HOW TO APPLY

For Non-Degree-Seeking Students:

- The process from the application to the admissions decision is as follows. The application is submitted through the Online Application System (OAS), and the admissions decisions are made by documentary screening.
**NOTE: Online interviews and additional essays may be required at the discretion of the University.*
- Be sure to check that you meet the eligibility criteria first. If you feel uncertain about eligibility, fill out the [Eligibility Check Form](#) and send it to admissions-center@icu.ac.jp at least one month before the application period starts.
- Read this guide carefully and understand the required steps and timeline well in advance. All the steps below (i.e. STEP 1 through STEP 4) must be done by the Application Period Deadline. Once the system becomes available, make sure to create an OAS account to proceed with the necessary steps including LOR (letters of recommendation) arrangements.



STEP 1: Prepare the Required Documents and Information

➤ Documents to be uploaded to the Online Application System (OAS)

- **Documents must be originals or certified copies with a school stamp or signature. Student copies are not acceptable.** If the certificate or diploma to be submitted is the only copy that cannot be reissued, request your school to make a certified copy of it.
- Be sure to keep the original/certified (paper) copies with you. They must be submitted physically for the entrance procedures once 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 the name on your application documents is different from the name registered in OAS, request your school to prepare a letter of clarification or submit a copy of your passport.

A) 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**

Be sure to use the university-offered format (for **OYR and Kenkyusei**) linked below:

https://www.icu.ac.jp/en/admissions/undergraduate/docs/PersonalStatement_ForOYR-K.docx

B) 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.
- The transcript/term reports must be original or certified documents with a university/college stamp or signature. Student copies are not acceptable.

In the cases below...	What to do
<input type="checkbox"/> Grading system is not explained on the transcript.	⇒ Submit an official document or a letter issued by the university/college explaining its grading system.
<input type="checkbox"/> I have attended more than one university/college.	⇒ Submit a transcript from each institution you attended.
<input type="checkbox"/> I (OYR applicant) 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.

! Answers to Frequently Asked Questions

- Transcripts may be submitted by your guidance counselor via e-mail, registered mail, or upload to the Letter of Recommendation (LOR) submission website along with their LOR.
- 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.

*Only for Kenkyusei (Special Students)

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

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

C) Proof of English Proficiency (IELTS or TOEFL)

Minimum requirement: IELTS 6.5 or TOEFL iBT 79

Upload one of the following documents in PDF format to the Online Application System (OAS):

- Test Report Form (TRF) for IELTS
- Test Taker Score Report for TOEFL

There is no need to arrange for the reports to be sent to ICU directly from the testing institution. On the other hand, OAS requires you to provide verification number (i.e. TRF number for IELTS and Appointment Number for TOEFL) in part of the data entry.

*Contact each testing institution, not ICU, for any test-related issues including the score reporting.

! IMPORTANT NOTES:

- ☐ The test(s) must be taken no more than two years before the application period starts.
- ☐ MyBest™ score is not accepted for your TOEFL report. Only the single test date score works. TOEFL iBT Home Edition is acceptable. TOEFL ITP (Institutional Testing Program) is not.
- ☐ **Submission of IELTS or TOEFL is optional if you meet either of the following criteria:**

For OYR / Kenkyusei Applicants:	<ul style="list-style-type: none"> (1) 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. (2) Have IB Diploma and took IB English A (“Literature” or “Language and Literature”). (3) Have completed the entire bachelor's degree program in English.
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- ☐ Even if the medium of instruction has been English, if it was through home-schooling, contact the [Admissions Center](#) in advance. We need further confirmation to see if you meet the exemption criteria.
- ☐ **For those with refugee status or in similar serious situations of forced displacement:** You may submit Duolingo English Test (DET) results instead of IELTS or TOEFL. The minimum requirement is DET 110. If this applies to you, contact the [Admissions Center](#) in advance. You need permission to use your DET score for the online entry.

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

D) Two Letters of Recommendation

Step-by-step instructions for arranging the letters of recommendation (LOR) can be found at [Manual for Applicants on Requesting Letters of Recommendation](#).

*Make sure to check this manual for information on how to make requests to your recommenders.

- [1] One must be written by an instructor at your most-recently-attended university/college who has taught you an academic subject.
 - [2] The other must be from your academic advisor or another instructor at the university/college who has taught you an academic subject.
- ⇒ Ask your recommenders to upload their LOR through the LOR submission website. Each letter requires the designated form as an attachment (cover sheet). See the table below. *There is no format for the letter of recommendation itself.

[1] Letter from an instructor at your most-recently attended university/college who has taught you an academic subject
[2] Letter from your academic advisor or another instructor at the university/college who has taught you an academic subject
<p>Must be attached to Form III.</p> <ul style="list-style-type: none"> <input type="checkbox"/> A foreign language instructor who has taught your native language or the one spoken in your home is not applicable. Nor is ESL (English as a Second Language) regarded as a “core academic subject.” <input type="checkbox"/> If you have not completed one academic year of university/college work at the time of application, you may submit a second letter from your high school principal, guidance counselor, IB coordinator, or instructor who taught you a core academic subject. In such cases, make sure to use Form I or Form II as an attachment (cover sheet).

! For Recommenders:

Instructions for recommenders can be found on the following webpage:

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

NOTES: Answers to Frequently Asked Questions from Recommenders:

Questions	Answers
<input type="checkbox"/> I (Recommender) have technical difficulties using the LOR submission website.	⇒ Contact the Admissions Center . You may e-mail your letter of recommendation directly. Make sure to include the completed, designated form. Use your official e-mail account (with the school domain) so we can identify the sender's identity.
<input type="checkbox"/> Is it okay to submit a LOR even prior to the application period?	⇒ Yes. Once the submission website opens, the applicant may ask you for a LOR to be uploaded to the system, even before the application period. If it is before the LOR submission website opens, e-mail your LOR file(s) to the Admissions Center. In that case, make sure to use your official e-mail account (with the school domain).
<input type="checkbox"/> I (Recommender) prefer paper forms and like to ship my LOR directly.	⇒ ICU will also accept your LOR (and completed form as a cover sheet) by postal mail. Here is the mailing address: Admissions Center International Christian University 3-10-2, Osawa, Mitaka, Tokyo 181-8585, JAPAN In this 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 themselves. It may be sent to ICU by the applicant or 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 (OAS)

The following corresponds to the entry section required via OAS.

E) Basic Information

In the "Basic Information" section, the following data entry will be required; those are, desired student category (Regular / Transfer / One-Year-Regular / Kenkyusei), applicant's information (name, date of birth, nationality(ies), status of residence in Japan (if applicable), language(s), contact address, phone number, etc.), parent's/guardian's information, and so on.

F) Educational History

The application system requires that all educational institutions be entered, from elementary school to the latest school you are attending (have graduated from). The name(s) of the school(s) must be given in English as it appears on your transcript(s). In the data entry, the following are also required; namely, the length of study (start and end dates), language(s) of instruction, school location, and the name of the diploma/certificate (to be) conferred.

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

You will need to enter your overall test score, test date, and Test Report Form Number (for IELTS) or Appointment Number (for TOEFL). If you meet the exemption requirements, there is a box to check for verification. Use of Duolingo test results is permitted only for those with refugee status or in a similar serious situation of displacement. If this applies to you, contact the [Admissions Center](#) in advance.

G) Additional Information (Extracurricular Activities, Special Recognition)

- For the “Extracurricular Activities” fields, you may list any extracurricular activities, community service activities, and/or internships that you have been involved during or after high school/college/university. If you have been away from school for more than a year, include the activities you have been involved in after leaving the school. (e.g. internship, studying at language schools, employment, etc.)
- For the “Special Recognition” fields, you may list any honors, prizes, or special recognitions you have earned while in high school/college/university.

! NOTE: Make use of the “Additional Information” section:

Additional or supplementary documents not directly required for the application will not be accepted, so please provide a comprehensive description of such activities and honors in the “Additional Information” section.

STEP 2: Complete the required information once the application opens

1. Once the application period starts, click the “Apply Now” button from MyPage.

See page 4 for signing up/in. (>> [Create Your Account for Online Application](#))

2. Fill out the required information online for your application.

See page 42 for the required information to be completed.

(>> [Information To Be Completed via the Online Application System \(OAS\)](#))

3. Upload your portrait photo.

Below are the requirements for your portrait photo to be uploaded.

- ☐ Must be taken within three months before you submit the application
- ☐ Front view above chest level with a plain background
- ☐ File size of the photograph should be 20MB or less.
- ☐ Should be approximately 2 million pixels or less.
(Vertical pixels x Horizontal pixels = Number of pixels in a photo)
- ☐ The file formats that can be registered are JPEG (.jpg and .jpeg) or PNG (.png).
- ☐ The height:width ratio should be 4:3.
- ☐ Images that have not been manipulated (eyes, nose, facial contours, etc.)

4. Answer simple questionnaire and move on to the “Confirm Your Entries” page

Responses to the questionnaire will be used for research purposes only and never affect admissions decisions. On the “Confirm Your Entries” page, check all the information you have entered before proceeding to the application fee payment. Once the payment has been made, you cannot change the data. Should there be any corrections, contact the Admissions Center via the OAS inquiry form.

STEP 3: Pay the application fee

- Payment must be made by credit card transfer through the Online Application System (OAS): 30,000 yen for OYR and 22,000 yen for *Kenkyusei* for the application fee, plus 880 yen for the system operation charge.

***Both the application fee and system operation charge are non-refundable.**

- VISA, MasterCard, JCB, AMEX, and Diners cards are acceptable.
- The name on the card does not have to be that of the applicant.
- Upon the payment completion, you will receive a notification e-mail through the system.
- Make your payment well before the Application Period Deadline so you can upload the necessary documents in time. Remember all the steps, including the document upload (which follows after the application fee payment), must be done within the Application Period.

STEP 4: Upload all required application documents

- Once you have completed the data entry and application fee payment, go back to MyPage, where you can upload necessary documents (in PDF format) to the Online Application System (OAS) to confirm your application.
- Make sure to upload all of your application documents by the Application Period Deadline.
- See page 38 for the check list (>> [Online Application Checklist](#)).

! IMPORTANT:

- ☐ For double-sided documents, do not forget to upload the reverse side of the documents.
- ☐ You are required to upload the original or certified copies of the documents with a signature or stamp of the school or institution.
- ☐ Keep the physical copies of the documents you uploaded, as they must be submitted to ICU by postal mail along with other required documents for entrance procedures once accepted.
- ☐ Two letters of recommendation (along with the designated forms) must be submitted by recommenders through the LOR submission website by the Application Period Deadline. When they upload the documents, you will be notified by e-mail.
- ☐ Any application documents will not be returned.

➤ After You Have Completed the Online Application

- ICU will check your application and notify you through the Online Application System (OAS) when your application documents have been received and confirmed. It takes some time for all documents to be fully checked and their status reflected. Therefore, **please refrain from inquiring about the status of your application via e-mail or the OAS inquiry form, but wait for the notification from OAS.**
- Meanwhile, be sure to check MyPage regularly since you will be notified via OAS if there are any questions regarding the documents you have submitted.
- Your application number will be given a few weeks after the Application Period Deadline.
- If there is any change to your address or contact information, be sure to inform ICU via the OAS inquiry form before the "Notification of Decisions" date.

NOTE: Online interview(s) and additional essay(s) may be required as part of the selection process at the discretion of the University. For those to whom this applies: you will hear from ICU via OAS concerning the detailed arrangements/requirements.



Refer to [page 20](#) for NOTIFICATION 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>

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国際基督教大学アドミッションズ・センター

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

E-mail: admissions-center@icu.ac.jp

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

