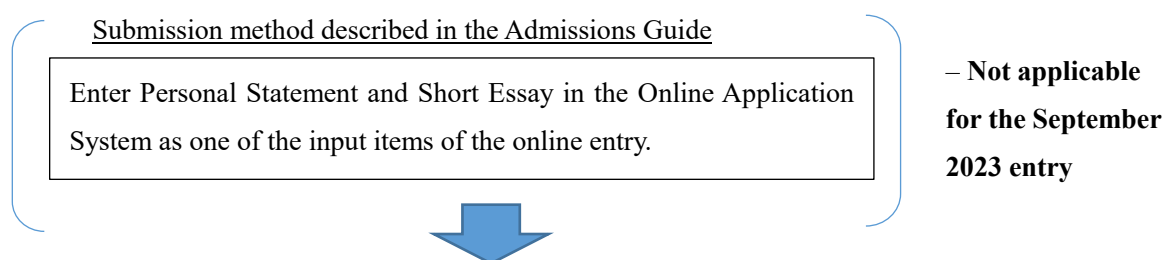


English Language Based Admissions 2023 (September Entry) Changes to the Submission Process of the Short Essay and Personal Statement

The method of submitting the Personal Statement and Short Essay as stated in the [Admissions Guide](#) will change as follows for the [English Language Based Admissions 2023 \(September Entry\)](#).



Submission method for the September 2023 entry

Complete your Personal Statement and Short Essay on a designated form and upload it to the Online Application System after completing the online entry including payment of the application fee.

How to Submit the Personal Statement and Short Essay for the September 2023 Entry

1. Download the following form and complete your Personal Statement and Short Essay using the form. Refer to the "[How to Check a Word Count](#)" regarding how you can get a word count in a Word file.

For Regular&Transfer students: [Personal Statement and Short Essay Form for Regular & Transfer](#)

For One-Year-Regular (OYR) students and *Kenkyusei* (Special Students): [Personal Statement Form for OYR & Kenkyusei](#)

2. Once you have completed the form, convert the Word file into PDF format.
3. After paying the application fee, upload the file (.pdf) to the [Online Application System](#) * by the Application Period Deadline.

Application Schedule for September 2023 Entry

[Japan Standard Time]

	Application Period Start	Application Period Deadline
1 st Application Period	10:00 on January 6, 2023	23:59 on January 19, 2023
2 nd Application Period	10:00 on February 20, 2023	23:59 on March 6, 2023

* Once payment is completed, you will be able to upload documents from MyPage as below.

Application Documents

- Upload the required documents by the Application Period Deadline.
- The status of each document (Incomplete / Completed / Received and Confirmed) is shown next to the name of the document.

What you need to do for each status:

Incomplete

1. Upload (a) document(s).
2. Enter information from "Add Info".
3. Click "Complete".

Completed

Wait for the document(s) to be received and confirmed by ICU.

Received and Confirmed

ICU has received and confirmed the document(s.)

Change the status to "Completed" for all the documents at your earliest convenience so that ICU can check your documents and contact you if there is any problem or missing document.

Please note that it may take a week or more for ICU to confirm the documents.

Transcript (Incomplete) Documents to upload : Documents to send by postal mail : Upload Add Info
School Profile (Incomplete) Documents to upload : Documents to send by postal mail : Accredited by the Monbukagakusho : Upload Add Info
Educational Certification (Incomplete) Upload your SAT/ACT/national examination result which you submit as your Educational Certification. Documents to upload : Documents to send by postal mail : Upload Add Info
Proof of English Proficiency (Incomplete) Documents to upload : Documents to send by postal mail : Upload Add Info
Personal Statement and Short Essay (Incomplete) Documents to upload : Upload Add Info

Make sure you have uploaded (a) right file(s) in PDF format for each column.
Once you click "Complete", you cannot edit it.

Make sure to submit all required application documents including the Personal Statement and Short Essay by the Application Period Deadline at your own responsibility. Note that documents can be uploaded to the system only after payment of the application fee.

For the details of the Personal Statement and Short Essay*, refer to the [Admissions Guide](#):

P.13 for transfer and regular students

P.32 for OYR students and *Kenkyusei*

*Short Essay is not required for OYR students and *Kenkyusei*.

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