

International Christian University (ICU) 国際基督教大学
College of Liberal Arts
Universal Admissions: English Language Based Admissions (September Entry)

Application Process

- Please begin preparing your application documents well in advance. As there are many documents needed for completing your application, you may not be able to submit your application in time if you begin preparing right before the application deadline.
- Even if you prepare all the required documents in advance, it might take a few hours to complete the online application.

Application Documents

			Regular	Transfer	One-Year Regular	Kenkyusei
1	ICU Application Form	Online entry	○	○	○	○
2	Personal Statement		○	○	○	○
3	Short Essay		○	○		
4	Official Transcript	Upload	○	○	○	○
5	School Profile	Upload	○	△		
6	Educational Certification	Upload*	○	△		
7	Proof of English Proficiency	Upload*	○	○	○	○
8	Two letters of Recommendation	Sent by post to ICU	○	○	○	○

*For SAT, ACT, and TOEFL, the official score report must be sent from the testing institutions to ICU as well.

Steps to apply

Prepare application documents (before application period)

① Find out if you are eligible to apply

Check that you meet the application requirements as noted in the information brochure:

"English Language Based Admissions (April/September Entry) 2021"

② Prepare application documents

● Start arranging documents from your school and testing institutions well in advance—

e.g. test scores, transcripts, letters of recommendation, etc.

All documents must be prepared in English. Documents in languages other than English must be accompanied with an official translation in English prepared by a school official or an official agency such as an embassy.

Forms can be downloaded here.

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

● Convert documents to PDF

Prepare application documents according to the instructions listed in the Information Brochure and convert them to PDF format using a computer software or smartphone application such as Adobe Scan or Office Lens.

- You are required to upload the original or certified documents.
- Make sure to upload the reverse side of the documents as well for double-sided documents.
- For documents in languages other than English, upload the original document as well as the translation.

※Letters of Recommendation must be enclosed in a sealed envelope and signed/stamped across the flap by school officials or recommenders, and sent by post.

※In case documents cannot be converted to PDF for some reason, submit the original or certified documents to ICU by post.

●Upload a portrait photo

Upload your photo taken within three months of the date you submit your application (front view above chest level with a plain background).

- File size of the photograph should be 20MB or less.
- The photograph should be approximately 2 million pixels or less.
(How to find the number of pixels in a photo: Vertical pixels x Horizontal pixels = Number of pixels in a photo)
- The file formats that can be registered are JPEG (.jpg and .jpeg) and PNG (.png).
- The height/width ratio should be 4:3.

●Prepare email address

To apply through the online application system, you will need to register the email address. An authentication email will be sent from the Online Application System.

ICU may also send important announcements by email, so make sure to register an email which you frequently use and that will be valid until the end of March (April Entry) / August (September Entry).

Please regularly check your email and your MyPage of the Online Application System where you can view your application status.

※Please set your email address so that you can receive emails from the "@eraku-p.jp" domain.

Access to the Online Application System from ICU official website (during application period)

System requirements (recommended)

OS : Windows 10, 8.1、 Mac OS 10.13 or higher

Browser : Latest versions of Google Chrome, Microsoft Edge, Firefox, Safari

PDF Viewer : Latest version of Adobe Acrobat Reader DC

③ Create "MyPage" (User Registration)

- Go to the ICU official website and click on the "Online Application System" link.
- Register from the "Registration" button on the top page of the Online Application System.

Enter the applicant's name and email address, and click on the "Acquire a one-time password" button to receive an email with a "one-time password".

When you enter the "one-time password", "MyPage" will be created and you will receive an email with your "Login ID".

※From "MyPage", you can start online application. Please use the same email address and login ID when you login.

Online Application Period
JST: Japan Standard Time

<April Entry>

First Application Period : Aug. 25 (Tue)10:00 – Sep. 3 (Thu), 2020 23:59 (JST)

Second Application Period : Oct. 15 (Thu)10:00 - Oct. 26 (Mon), 2020 23:59 (JST)

<September Entry>

First Application Period : Jan. 6 (Wed)10:00 - Jan. 25 (Mon), 2021 23:59 (JST)

Second Application Period : Feb. 12 (Fri)10:00 - Mar. 2 (Tue), 2021 23:59 (JST)

④ Complete the Online Application

Every time you click Save, your application is saved for that step in the process. You can return to previous pages for any revisions. However, please note that you cannot revise the data once you complete the payment.

⑤ Complete data entry

Follow the online instructions to enter your personal information and essays below.

Sample steps for regular applicants

Basic Information

- Desired Student Status
- Applicant's Information (Date of Birth, nationality, etc.)
- Contact Information
- Parents'/Guardian's Information

Educational Background

- Secondary School Information which you will be graduating/have graduated from
- Primary / Secondary School
- Post-Secondary Education

Educational Certification and Test Results

- Proof of English Proficiency
- Educational Certification Results

Additional Information

- Extracurricular Activities, Community Service, Internship
- Special Recognition

Essays

- Personal Statement
- Short Essay

Portrait Photo

Questionnaire

- Academic Areas of Interest
- Other Questions

※Once you complete the application fee payment, you cannot change the contents of your application. Please check all information carefully before submitting.

⑥ Pay your application fee online

Please pay with a credit card.

- VISA, MasterCard, JCB, AMEX, and Diners are acceptable.
- The name on the card does not have to be the name of the applicant.
- In addition to the application fee, the System Operation Charge will be applied.
- The application fee and the System Operation Charge are non-refundable.

Online entry, including payment of application fees, must be completed by 23:59 (JST) on the last day of the online entry period.

After you have paid the application fee, you will receive an email notifying you that your online application has been completed.

Submission of all application documents (until submission deadline)

⑦ Submit all required documents (upload or send by post)

Please upload your documents from "MyPage" after completing your online entry. Documents can be uploaded from the following:

"Application Documents"→"Upload"

For Letters of Recommendation and any documents that cannot be converted to PDF:

Select "Add info" and enter the information of the documents.

After uploading documents and/or adding information from the "Add info" button, make sure to change the "status" of each document from "Incomplete" to "Completed".

As ICU can check your documents only after the status turns to "Completed", you are strongly recommended to complete the above procedures at your earliest convenience so that ICU can contact you if any questions arise.

※Letters of Recommendation and any documents that cannot be converted to PDF must be sent by post to ICU. We strongly recommend that you send it by express registered or courier deliverly (FedEx, DHL, etc.).

All required documents must be uploaded/submitted to ICU by the following deadline.

<April Entry>

First Application Period : September 15, 2020 23:59 (JST)

Second Application Period : November 4, 2020 23:59 (JST)

<September Entry>

First Application Period : February 3, 2021 23:59 (JST)

Second Application Period : March 11, 2021 23:59 (JST)

English Language Based Admissions (April/September Entry)
Admissions Center
International Christian University
3-10-2 Osawa, Mitaka, Tokyo 181-8585
Tel: 0422-33-3700 (from abroad, +81-422-33-3700)

Important Notes

- Both online entry and submission of documents must be completed by the deadline for your application to be considered.

If you are accepted to ICU and wish to enroll, your original official documents or certified documents, except for the IELTS, TOEFL, SAT and ACT test results, must be submitted to ICU by postal mail together with required documents for entrance procedures by the submission deadline.

Therefore, you must keep the original documents you uploaded with the online application.

If the documents you mail differ from the versions you uploaded with the online application, your acceptance to ICU will be revoked.

If ICU does not receive the official mailed documents by the specified date, your admission will be revoked, even if you have submitted other entrance procedure documents and have paid your academic fees.