

AY2025

Special Credit-Seeking Temporary Students (*Kamokuto-Rishusei*) Application Procedures

International Christian University

1. Special Credit-Seeking Temporary Students

These are the application guidelines for "Special Credit-Seeking Temporary Students".

In the academic year 2025, International Christian University will accept applications for "Credit-Seeking Temporary Students" as a special measure. A Special credit-seeking temporary student (*KAMOKUTO-RISHUSEI*) who is not a student of ICU will be permitted to take specific undergraduate or graduate school courses to earn credits. This practice will be permitted insofar as the education and research activities of the regular students are not disturbed. As for the courses taken, the credits will be recognized and kept on record.

*Classes at International Christian University are conducted in person.

2. Qualifications of the applicant

Undergraduate courses: High school graduates or those recognized as having equivalent academic ability who are enrolled in, or have been accepted by, a U.S. college or university.

Graduate school courses: University graduates or those recognized as having equivalent academic ability who are enrolled in, or have been admitted by, a graduate school in the U.S.

3. Application Procedure

3-1 Contact the Educational Affairs Group at ea-group@icu.ac.jp to request an application form.
Application Form request deadline: June 25 (Wed.) for the Autumn term courses, October 10 (Fri.) for the Winter term courses for AY2025

3-2 Submit the application documents and pay the screening fee within the application period.

(1) Application Screening Fee: **JPY 11,000** (non-refundable).

Payment of the screening fee is by bank transfer. The bank transfer address will be provided when you request an application form.

(2) Application documents

a) Application form

b) List of courses to be registered

There are some courses for which such course applications are not accepted (see page 4, 1. "Courses not eligible"). Before applying, please contact the Educational Affairs Group to check if the course is eligible for enrollment.

c) A copy of passport for Japanese nationals and a copy of residence card for those who hold Japanese resident status. Note that it is not possible to apply for the acquisition or extension of the status of residence based on the status of the Special Credit-Seeking Temporary Students.

d) Transcripts

[If applying for undergraduate courses] Submit a transcript from the U.S. college or university in

which you are currently enrolled. If submitting high school transcripts, please attach a letter of admission or certificate of enrollment from a U.S. university.

[If applying for graduate courses] Submit a transcript from the U.S. graduate school in which you are currently enrolled in the U.S. If submitting a transcript from a university, please attach a letter of admission or certificate of enrollment from a graduate school in the U.S.

a) b) The forms will be provided by International Christian University.

(3) Acceptance of Application Documents

Upload the application documents to the application system by the due date (Information on the application system will be provided by the Educational Affairs Group when you request an application form). The original transcripts, letter of admission, and certificate of enrollment (items indicated in d) above) must be sent by registered mail (or by FedEx, EMS, or other traceable method for overseas applicants). The postmark must be postmarked before the end of the application document acceptance period. Alternatively, if the original document can be verified using a digital certification platform (e.g., Parchment), it may be submitted online to the Educational Affairs Group email (ea-group@icu.ac.jp).

Term	Period of Audit	Application Form Request Deadline	Application Documents Acceptance Period
Autumn	September 5 - November 19, 2025	Wednesday, June 25, 2025	Thursday, June 19 - Monday, June 30, 2025
Winter	December 5 - March 3, 2025	Friday, October 10, 2025	Tuesday, October 14, 2025 - Friday, October 24, 2025

(4) Contact Address:

Educational Affairs Office (Room 125 Administration Bldg.)

International Christian University 10-2, Osawa 3-chome, Mitaka-shi, TOKYO 181-8585

E-mail: ea-group@icu.ac.jp

Phone: 0422-33-3054

4. Screening

Document screening. The result will be notified in writing.

Notification of results will be made by Wednesday, July 23, 2025, for Autumn Term courses and by Friday, November 7, 2025, for Winter Term courses.

5. Registration Procedure and Payment of Course Fees

Those applicants accepted must submit the registration sheet (using the form provided), a health certificate (using the form provided), and a photo (3 x 2.4cm, for the ID card) to the Educational Affairs Group within the first week of each term. The tuition fee of Special Credit-Seeking Temporary Students : **JPY 44,000 per unit (e.g. 3-unit courses, JPY 44,000 x 3 = JPY 132,000)** per term must be paid within the first week of each term. The fee shall not be refunded under any circumstances. If these procedures are not completed, it shall be considered that the application has been withdrawn. Upon successful completion of the procedures, applicants will be officially accepted

as Special Credit-Seeking Temporary Students and will be issued an ID card showing credit-seeking temporary student (科目等履修生) status.

Required documents:

- a) Registration sheet
- b) Health certificate (on a form designated by the University)
- c) 1 photo (3 x 2.4 cm, for ID card)

a) b) The forms will be provided by International Christian University.

6. Renewal of the course duration

Those who have been approved to take courses and wish to continue taking courses in the following term or later must apply for renewal within one year of their initial application. The renewal procedure requires submitting a “List of courses to be registered” during the application period for each term and undergoing the screening process (if the renewal is within one year, there is no need to resubmit the application form or pay the application screening fee).

7. Others

- (1) Applicants with incomplete application documents and those who have not paid the Application Screening Fee will not be screened.
- (2) Special credit-seeking temporary students are entitled to use the library during the period they take courses.
- (3) Special Credit-Seeking Temporary Students are not entitled to the privileges of Dormitory residence. Neither a student commuter ticket nor a student visa will be issued on this basis.
- (4), Special Credit-Seeking Temporary Students unless otherwise specified, must follow the general student regulations of the university.

OFFICE HOURS

Monday through Friday: 9:30 a.m. - 11:45 a.m. 12:45 p.m.- 4:30 p.m.

Note: All offices will be closed during Summer Recess (July 24, 2025 – August 6, 2025) and the Christmas & New Year Holidays (December 25, 2025 – January 5, 2025).

Please contact the Educational Affairs Group before you come to the office.

Information about Courses, etc. for Special Credit- Seeking Temporary Students

1. COURSES NOT ELIGIBLE

Credit-seeking Temporary Students status is granted only for those courses for which permission is given. In addition, please note that Credit- Seeking Temporary Students are not permitted in laboratory courses, seminars, exercise courses, limited enrollment courses, and the following courses:

GENERAL EDUCATION COURSES (GE)

ENGLISH FOR LIBERAL ARTS PROGRAM

JAPANESE LANGUAGE PROGRAM

WORLD LANGUAGES (FRENCH, CHINESE, GERMAN, KOREAN, RUSSIAN, SPANISH, ITALIAN, ARABIC, BAHASA INDONESIA)

FOUNDATION COURSES

*In addition to the above, there are courses that are not approved for taking by the course instructors; therefore, before applying, please contact the Educational Affairs Group to check if the course is eligible for enrollment.

2. COURSE SCHEDULE and SYLLABI

Course schedules are published on the “Syllabi” page of the ICU website. However, there may have been cancellations or changes in schedules, so please check with the Educational Affairs Group upon application.

Even after a Special Credit-Seeking Temporary Students is accepted, the class may be cancelled for various reasons, such as a lack of registration by regular students. In case of cancellation, the tuition fees will be refunded. (The application screening fee will not be refunded.)

Syllabus

Please check this site.

https://www.icu.ac.jp/en/academics/undergraduate/list_syllabi/index.html

3. CLASS SCHEDULE

Period	Time	Mon.		Tue.	Wed.		Thu.		Fri.		Sat.	C-Week	
		Normal	super	Normal	Normal	super	Normal	super	Normal	super		Normal (65min)	super (105min)
1	8:45-10:00											8:45 9:50	
2	10:10-11:25											10:00-11:05	
3	11:35-12:50											11:15 12:20	
Lunch Time	12:50-14:00			(chapel) 13:20- (chapel) 13:50								12:20 14:40	
			(super4) 13:20- (super4) 15:15			(super4) 13:20- (super4) 15:15		(super4) 13:20- (super4) 15:15		(super4) 13:20- (super4) 15:15			(super4) 14:00- (super4) 15:45
4	14:00- (2:15) 15:15											14:40 15:45	
5	15:25-16:40		(super5) 15:25- (super5) 17:20			(super5) 15:25- (super5) 17:20		(super5) 15:25- (super5) 17:20		(super5) 15:25- (super5) 17:20		15:55 17:00	(super5) 15:55 17:40
6	16:50-18:05											17:10 18:15	
7	18:15-19:30		(super7) 18:15- (super7) 20:10			(super7) 18:15- (super7) 20:10		(super7) 18:15- (super7) 20:10		(super7) 18:15- (super7) 20:10		18:25 19:30	(super7) 18:25- (super7) 20:10

Christianity Week: May 19 (Mon.) – 24 (Sat.), 2025. The class schedule on Saturday of Christianity Week is the same as the regular class schedule.

4. UNIVERSITY CALENDAR

There are days when classes are held on national holidays and days when classes are cancelled due to university events.

For more information, please visit this site.

<http://www.icu.ac.jp/about/calendar/index.html>

5. NO CLASS

1. No Class

A notice of no class will be published/updated in the section of 'No class information'.

URL: <https://campus.icu.ac.jp/public/ehandbook/DisplayNoClass.aspx>

If an instructor is late for more than 30 minutes without any notice, that class period will be cancelled (All of the class periods will be cancelled if it is a continuous class).

Please refer to the University Calendar for No Classes due to University events.

2. Changes of the University Schedule Due to Accident, Disaster or Strike

NOTICE OF SCHEDULE CHANGE

A notice of the information for changes of the university schedule will be posted on the ICU Portal as soon as it is decided. In case morning classes or examinations are cancelled, a notification to that effect will be posted on ICU Portal by 6:00 a.m. In case afternoon classes or examinations are cancelled the information will be posted on the ICU Portal by 10:00 a.m. Please note that posting of notification may be slightly delayed depending on conditions. Also, any other notice of change will be posted on the top page of ICU Portal.

(URL) <https://portal.icu.ac.jp>

CLASS

Morning classes will be cancelled when either of the following cases is confirmed as of 5:30 a.m.:

1. In case "Warnings of Storm", "Warnings of Heavy Rain" or "Warnings of Heavy Snowfall" is announced for the City of Mitaka.

2. In case JR Chuo Line service between Tokyo and Takao stations is stopped entirely.

Furthermore, if either of the following cases is confirmed as of 9:00 a.m., then ICU will cancel afternoon classes as well.:

1. In case "Warnings of Storm," "Warnings of Heavy Rain," or "Warnings of Heavy Snowfall" are announced for the City of Mitaka.

2. In case JR Chuo Line service between Tokyo and Takao stations is stopped entirely.