

# **FY2016 Yokohama National University International Student Center**

## **Application Guide for Credited Auditors (Kamokuto Rishusei)**

International Student Center

Those who wish to enroll in one or more courses provided by the Japanese Language Education Department of the International Student Center (hereinafter referred to as “the Center”) are selected and admitted as credited auditors (kamokuto rishusei), provided that their admission does not impede education and research at the Center.

Those admitted as credited auditors who have passed tests designated for their enrolled courses are awarded credits.

Note that Japanese language courses provided by the International Student Center are intended for undergraduate and graduate students (it is not permitted to use this program to obtain a study visa).

### **1. Admission period**

The admission period for credited auditors is April or October.

### **2. Qualifications for admission**

Applicants for admission as credited auditors must have the status of residence as a student defined by the Immigration Control and Refugee Recognition Act as well as meet one of the following requirements:

- (1) Have graduated, or are scheduled to graduate by the time of admission as credited auditors, from senior high school or secondary school
- (2) Have completed, or are scheduled to completed by the time of admission as credited auditors, 12 years of ordinary school education
- (3) Have completed, or are scheduled to completed by the time of admission as credited auditors, 12 years of school education in countries other than Japan, or those with equivalent academic skills who are designated by the Minister of Education, Culture, Sports, Science and Technology (“the Minister”)
- (4) Have completed, or are scheduled to completed by the time of admission as credited auditors, relevant courses at overseas education facilities designated by the Minister as providing a senior high school-level curriculum
- (5) Have completed, subsequent to the date specified by the Minister, specialized training colleges’ advanced courses (those that meet the requirements specified by the Minister, including at least three years of school education) that are specifically designated by the Minister, and those who are scheduled to complete such courses by the time of admission as credited auditors
- (6) Be specifically designated by the Minister
- (7) Have passed tests administered in accordance with the Rules on Senior High School Graduation Level Qualification Tests (2005 MEXT Ordinance No. 1) (including tests administered in accordance with the Rules on College Admission Qualification Tests (1951 MEXT Ordinance No. 13) that were repealed by Article 2 of the supplementary rules of the above Rules on Senior High School Graduation Level Qualification Tests)
- (8) Be recognized by the Center as having academic skills equivalent to the skills of those who have graduated from senior high school or secondary school

### **3. Enrollment period**

The enrollment period for credited auditors is one year or less.

4. The maximum number of credits that may be taken and how to obtain credits

Up to 16 credits per year (8 credits per half year) are awarded based on the general assessment of lecture attendance as well as the results of tests administered and reports submitted during and at the end of each semester.

See the List of Available Courses in the Appendix for courses available for credited auditors.

5. Application acceptance period and hours

Spring semester (including annual courses and courses for the fall semester) (admission in April):

Thursday, March 3, 2016 to Wednesday, March 9, 2016; hours: 9:00 to 16:00

Fall semester (admission in October):

Monday, August 29, 2016 to Friday, September 2, 2016; hours: 9:00 to 16:00

6. Application procedure

(1) Documents to be submitted (\* Certificates prepared in languages other than Japanese must be submitted along with Japanese translations.)

- i) Application form for credited auditors (form designated by the Center, including the List of Desired Courses): 1 set
- ii) Certificate of Graduation or Completion (or Expected Graduation or Completion) of the last school attended: 1 copy
- iii) Academic Transcript of the last school attended: 1 copy
- iv) One photo (40 mm in length by 30 mm in width), to be affixed to the application form
- v) Return envelope (print the name and address of the applicant on a size 2 (240 mm by 332 mm) rectangular envelope and affix a 485-yen stamp. Also, write "By express" in red on the envelope.): 1
- vi) Copy of applicant's residence card (valid until the end of the enrollment period): 1 copy
- vii) Written approval of the head of the place of employment for those gainfully employed (free form): 1 copy
- viii) Other documents specified by the University

(2) Application fee: 9,800 yen (\* The application fee is subject to change.)

- i) Payment period: From one week before the application period until the last day of the application period
- ii) Place for payment: Reception desk of the post office or the Japan Post Bank (please do not use ATMs.)
- iii) Payment method
  - a. Fill in the name of the applicant in the blank for the name of the client on the Transfer Form (the name of the client will be checked against the name on the application).
  - b. Upon receiving the Bill and Receipt for Application Fee Payment and the Application Fee Transfer Certificate (for Client) from the reception desk of the post office, be sure to check that the date of receipt is stamped on the forms.
  - c. Affix the Application Fee Transfer Certificate (for Clients) received from the reception desk to the designated sheet and submit it along with the application documents.

\* Note that the payment transfer service is not available on Saturdays, Sundays, and holidays.

\* Fees separately required for payment transfer must be covered by the applicant.

\* Do not pay the application fee more than once. (If you accidentally pay the fee more than once, please consult with the office in charge.)

\* An application submitted without payment of the application fee or without the Application Fee Transfer Certificate (for Client) affixed to the designated sheet shall not be accepted.

- (3) Where to submit the application: International Education Section, Student Center, Yokohama National University, 79-8 Tokiwadai, Hodogaya-ku, Yokohama City, Kanagawa 240-8501, Japan (Phone: 045-339-3186)

## 7. Selection

The applicant will be assessed for admission based on a review of the submitted documents by taking into consideration of the student quota for the Center. The results of selection will be reported to the applicant.

The Japanese language courses provided by the Center are organized into levels ranging from beginner to advanced. Which course is available to a student will be determined based on the results of a separately conducted placement test and the interview conducted after the placement test.

## 8. Payment of the admission fee, etc.

Those who have passed the selection process must complete the admission procedure within the designated period.

Admission fee: 28,200 yen

Tuition (per credit): 14,800 yen (\* The admission fee and the tuition are subject to change.)

## 9. Handling of personal information

Personal information in documents submitted by the applicant may also be used in surveys and research conducted at Yokohama National University, in addition to the purpose of selecting applicants. When presenting the results of surveys and research, personal information will be handled so that individuals cannot be identified. Personal information will not be used or made available for purposes other than the above.

## 10. Other information

- (1) Documents that have been submitted and admission fees and tuitions that have been paid will not be returned to applicants for any reason.
- (2) Those who are expected to graduate from school or to complete the relevant curriculum must submit a Certificate of Graduation or Completion before admission.
- (3) Please pay the admission fee and the tuition in a lump sum during the admission procedure. Admission fees and tuitions that have been paid shall not be returned to the applicant for any reason.
- (4) Those admitted in April who wish to choose one of the following options must submit admission applications within the application period for the fall semester (August 29 to September 2, 2016). Although application and admission fees are unnecessary in these cases, the tuition will be required.
  - a. Students admitted for a half-year enrollment period who wish to enroll for courses scheduled for the fall semester
  - b. Students admitted for one-year enrollment period who wish to enroll for courses scheduled to start in the fall semester
- (5) For inquiries, please contact the following office:

International Education Section, Student Center, Yokohama National University

79-8 Tokiwadai, Hodogaya-ku, Yokohama City, Kanagawa 240-8501, Japan; Phone: 045-339-3186