

2022 Japanese Language Course

# Application Guidebook



名古屋芸術大学  
NAGOYA UNIVERSITY OF THE ARTS

名古屋芸術大学のキャンパスで、楽しく日本語を学ぼう！  
Let's enjoy learning Japanese on the campus of the  
Nagoya University of the Arts!  
让我们在名古屋艺术大学的校园里快乐学习日语吧！

## 名古屋芸術大学 留学生別科の学びの特長は？

What are the characteristics of learning at the  
Nagoya University of the Arts Japanese  
Language Course?

名古屋艺术大学日语预科学习的特点是什么？



①授業に「芸術」の科目があり、日本語を学びながら芸術を学ぶことができます。

There are art subjects in the class, and you can learn art while studying Japanese.

课程中设有艺术科目，可以在日语学习的同时，也可以进行针对艺术课程的学习。

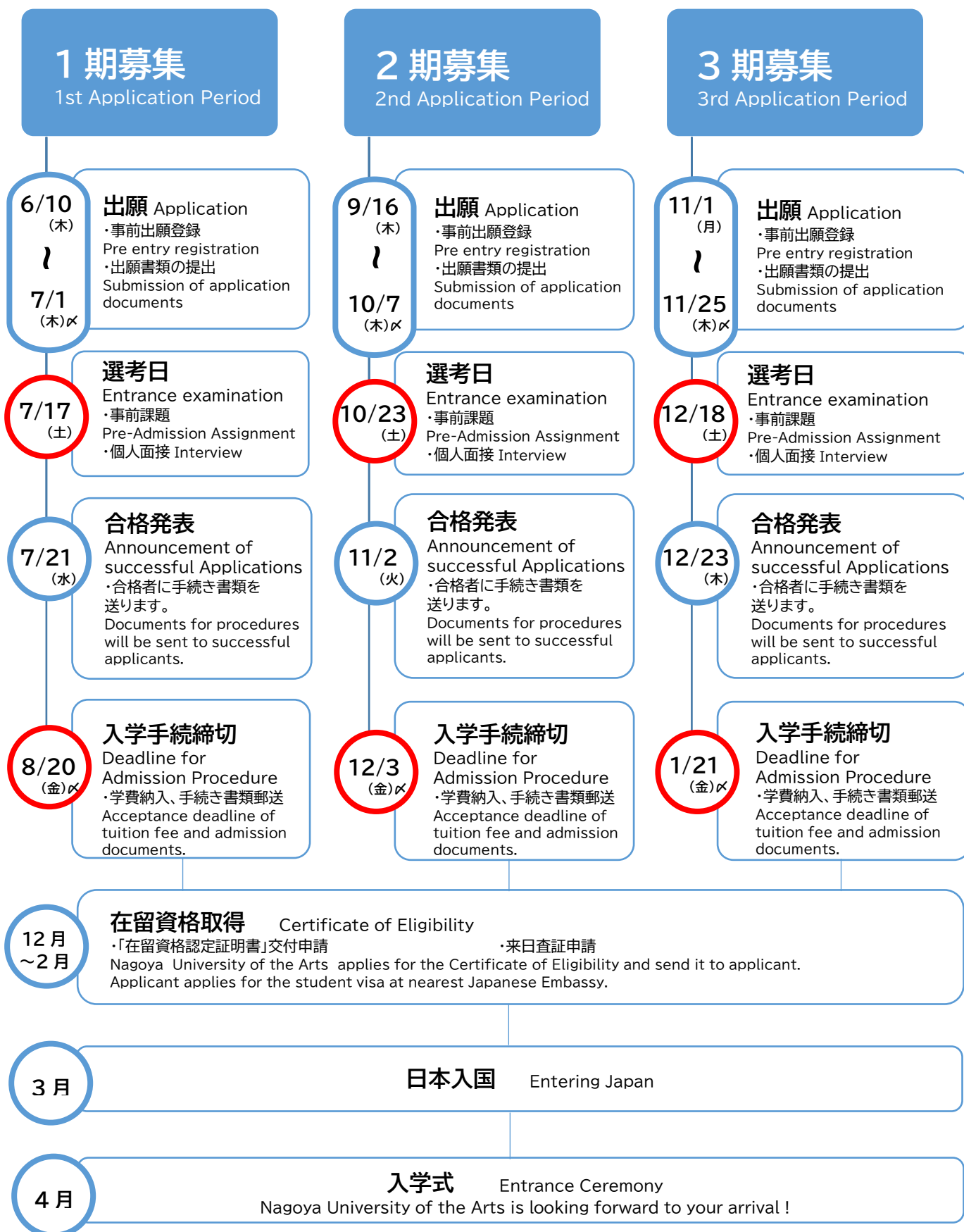
②「演奏会」や「展覧会」など、「芸術」がキャンパスにたくさんあります！

There are many "arts" on our campus, such as "concerts" and "exhibitions"!

校园中会定期举办艺术相关的各种活动，例如音乐会，艺术展览等。



## 出願から入学までのながれ Application Schedule and Process



## Spirit of Foundation

### ‘Sincere Service’

With a sincere heart, together with coming into contact with people of all backgrounds and ages, you will develop your skills in art and culture, and childcare and education. You expand your own learning and skills, and by doing so, contribute to society and culture.


## Mission

The Japanese Language Course of Nagoya University of the Arts started in April 2020. It aims to help international students, who hope to enroll in undergraduate or graduate school of Nagoya University of the Arts, to acquire the Japanese language proficiency necessary to enter higher education in Japan. In the Japanese Language Course of Nagoya University of the Arts, we will offer not only subjects of Japanese language, but also subjects such as “Japanese Affairs” and “Art”. By deepening understanding of Japanese culture and society, the students will learn how to live and communicate more smoothly in daily life in Japan. In addition, there is a recommendation-based admissions system for each department of the Nagoya University of the Arts for those who are enrolled in the course.

## Course, Capacity, and Application Procedure

Entry : Spring (April) 2022

● 1 Year Course : 20 students      ● 2 Year Course : 20 students

Pre-registration of Application	<b>【URL for Pre-registration of Application】</b> <a href="https://req.qubo.jp/meigei/form/jlc2022examination">https://req.qubo.jp/meigei/form/jlc2022examination</a> 
Application Period	First Period : June 10, 2021 (Thu.) -July 1, 2021 (Thu.) [Postmark Deadline] Second Period : September 16, 2021 (Thu.) -October 7, 2021 (Thu.) [Postmark Deadline] Third Period : November 1, 2021 (Mon.) -November 25, 2021 (Thu.) [Postmark Deadline] ※Please complete the pre-registration of application using the QR code above before the last day of the application.
Screening Day	First Period : July 17, 2021 (Sat.) Second Period : October 23, 2021 (Sat.) Third Period : December 18, 2021 (Sat.)
Screening Method	Screening of the application documents, Pre-assignment, and Interview
Announcement of Results	First Period : July 21, 2021 (Wed.) Second Period : November 2, 2021 (Tue.) Third Period : December 23, 2021 (Thu.)
Deadline for Admission Procedures	First Period : August 20, 2021 (Fri.) Second Period : December 3, 2021 (Fri.) Third Period : January 21, 2022 (Fri.)

\*We will send an acceptance letter and admission information to successful applicants.

After completing the admission procedures, the university will apply to the Nagoya Immigration Bureau for a Certificate of Eligibility. After the Certificate of Eligibility is issued, you will apply for a visa at the Japanese diplomatic mission abroad and come to Japan after it is issued. For details, please refer to page 2.

## Application Requirements

Those who have foreign nationality and meet the following requirements (1) and (2).

- (1) Those who have completed a general education curriculum in 12 years of school education in a foreign country, OR those who are expected to have completed it by the entrance date of the course; OR those who are 18 or older as of the entrance date and have been approved to have qualifications equal to or greater than this (for example, those who have the Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates from Japan or an equivalent certificate).

- \*If the general education curriculum in a foreign country is 11 years, you might meet the criteria based on the countries and education levels specified by the Ministry of Education, Culture, Sports, Science and Technology (MEXT), so please contact us for more details.
- Those who entered Japan on a short-stay visa or training visa cannot apply.

(2) Those who have the following Japanese proficiency at the time of applying.

1 Year Course: Those who have the Japanese Language Proficiency Test N3, or an equivalent proficiency. \*

2 Year Course: Those who have the Japanese Language Proficiency Test N4, or an equivalent Japanese proficiency. \*

\*The following tests can substitute for JLPT to prove Japanese language proficiency.

No.	Test Name	Required Scores (Above the grades listed below)		Organizer
		Equivalent to N4	Equivalent to N3	
1	BJT Business Japanese Proficiency Test/JLRT 聴読解テスト(Written test)	Equivalent to J4~J3	Equivalent to J3~J2	公益財団法人 日本漢字能力検定協会
2	Test of Practical Japanese (J.Test)	Level E or 350 points or over of Level DE test	Level D or 500 points or over of Level DE test	J. TEST 日本事務局/ 日本語検定協会/株式 会社語文研究社
3	Japanese Language NAT-TEST	Level 4	Level 3	SENMON KYOUIKU PUBLISHING Co., Ltd.
4	Standard Test for Business Japanese	BJ4	BJ3	Applied Japanese Language Education Association
5	Top Japanese (JOPT)	Basic(Beginner) Level A-4	Intermediate Level C	TOPJ 実用日本語運用 能力試験実施委員会
6	Certificate of Japanese as a Foreign Language	A2.2(Pre- Intermediate Level)	B1(Intermediate Level)	Japan International Human capital Development Organization
7	Japanese Language Capability Test	JCT4	JCT3	JLCT Japanese Language Capability Test
8	Practical Japanese Communication Exam/ Bridge (PJC/ PJC Bridge)	B-	A-	Certify Inc.
9	Japanese Proficiency Test (JPT)	375 points or over	430 points or over	一般社団法人 日本語能力試験実施委 員会

\* If you are unable to take the Japanese Language Proficiency Test due to the spread of Covid-19, you may submit a "Certificate of Japanese Language Study" as proof of your Japanese language proficiency.

The standard is 300 hours or more of N4 equivalent.

## Things to Note for Applications

- (1) Please declare any previous applications made to the Immigration Bureau of Japan for a Certificate of Eligibility.
- (2) We do not accept applications outside of the application period.
- (3) We do not accept application documents that are incomplete.
- (4) Admission will be revoked if false information is discovered on application documents.
- (5) Once the application documents have been submitted they will not be returned for any reason.
- (6) There may be cases where extra documentation outside of the specified application documents will be requested.
- (7) Those who have been enrolled, or are currently enrolled, at another Japanese language institute in Japan for one year or more cannot apply.

## Documents for Application

Please read the notes carefully and ensure your application is complete by using “Check List (required form)” before submitting the documents. Attach “Check List” to the top of your application.

- For the documents marked with ◆, you must use the prescribed form on the website.
- If there is a “○” in the “Proof of translation” column in the table below, please attach a Japanese or English translation.

	Required Documents	Proof of translation *Japanese or English	Points to Note
1	◆Check List		• Please attach this at the top of the documents you are submitting.
2	◆Application for Admission (Form. 1-1)		• The application form must be completed by the applicant in his/her own handwriting, and a photograph must be attached. • Please attach a copy of the bank transfer certificate to the back of this application form to confirm that you have paid the Application fee.
3	◆Previous Study of Japanese (Form. 1-2)		• A copy of the certificate of Japanese language study issued by the institution of Japanese language study must also be submitted after the applicant fills in the form in his/her own handwriting.
4	Academic Transcript that shows Japanese Language Ability	○	• Please submit a copy of the transcript that proves your Japanese language proficiency as indicated in the application requirements (2).
5	◆Statement of Purpose and Plans after Graduation (Form. 1-3)	○	• Applicant must complete the statement by his/her own handwriting.
6	◆Letter of Pledge		• The applicant must fill out the letter of pledge in his/her own handwriting and affix his/her seal or

	(Form. 1-4)		signature.
7	Certificate of Graduation 【original copy】 or Certificate of Expected Graduation	○	<ul style="list-style-type: none"> <li>• A copy of diploma or an original certificate of graduation from the last school</li> <li>• Please make sure to attach a Japanese translation (Applicants for admission from China must also include a notarized document).</li> <li>• If you are a prospective graduate, please submit a copy of your diploma as soon as possible after graduation.</li> </ul>
8	Academic Transcript	○	<ul style="list-style-type: none"> <li>• Academic transcripts during the period of your study from high school to your last school</li> <li>• Please make sure to attach a Japanese translation (Applicants for admission from China must also include a notarized document).</li> <li>• If you are a prospective graduate, please submit your transcript as soon as possible after graduation.</li> </ul>
9	◆Health Certificate (Form. 1-5)		<ul style="list-style-type: none"> <li>• Please have a doctor at a public medical institution prepare this form you within three months prior to the application in principle. If it is difficult to submit the form prescribed by the university, the form prescribed by a public medical institution (which contains the same diagnostic items as the form prescribed by the university) is acceptable.</li> </ul>
10	Five copies of the Applicant's Photograph		<ul style="list-style-type: none"> <li>• The photos must be taken within 3 months prior to the date of application ( Photo size: height 4cm, width 3cm)</li> <li>• The photos must be frontal, top half of body with no hat, and no background.</li> </ul> <p>Please write your nationality, date of birth and name on the back.</p>
11	Birth Certificate	○	<ul style="list-style-type: none"> <li>• For Chinese applicants, please submit a copy of the “居民戶口簿 Resident Registration Book” for each family member and a photo of all pages of the “居民戶口簿”. (Only “居民戶口簿” that has been updated to the latest date is acceptable.)</li> </ul>
12	Declaration of Application for Certificate of Eligibility for Resident Status	○	<ul style="list-style-type: none"> <li>• The application form must be filled out by the applicant in his/her own handwriting in Japanese. Please fill in the form correctly as our university will apply on your behalf based on this document.</li> </ul>
13	Copy of Passport		<ul style="list-style-type: none"> <li>• For only who own the passport at the time of application for admission, please submit a color copy of the page that shows your ID and expiration date.</li> </ul>
14	Certificate of Employment	○	<ul style="list-style-type: none"> <li>• For only who are employed in your home country, please submit this.</li> </ul>
15	Certificate of Scholarship	○	<ul style="list-style-type: none"> <li>• For scholarship recipients only. The name of the institution providing the scholarship, the amount of the scholarship, and the period of the scholarship must be indicated.</li> <li>• Please attach a copy of the application guidelines with the details of the scholarship.</li> </ul>
16	◆A Letter of Guarantee (Form. 1-6)		<ul style="list-style-type: none"> <li>• The guarantor should fill out the form.</li> </ul>
17	◆Letter of Financial Support (Form. 2-1)		<ul style="list-style-type: none"> <li>• The financial supporter should fill in the form.</li> </ul> <p>* There are several required documents related to the financial support. For more details, please see the following pages.</p>



## <Documents to be submitted by the person providing financial support>

(Please select the appropriate case from ① to ③ regarding the method of reimbursement and submit the necessary documents.)

### ① Overseas Remittance (Supporter living abroad)

	Required Documents	Points to Note
1	Bank statement	<ul style="list-style-type: none"> <li>• A document issued by a bank, etc. in the name of the supporter</li> <li>• Remittances from China must include a copy of a Certificate of Deposit(「存款单」) in addition to your balance statement.</li> </ul>
2	Certificate of employment	<ul style="list-style-type: none"> <li>• A document issued by the organization with the period of employment. (For company owners, a copy of your company registration certificate or business permit is required.)</li> </ul>
3	Certificate of income (for the past year)	<ul style="list-style-type: none"> <li>• A document issued by the organization that includes the supporter's annual income and organization's contact information.</li> </ul>
4	Proof of relationship (certificate of relationship)	<ul style="list-style-type: none"> <li>• A document equivalent to Japanese certificate of residence (listing all members of the household) or family register. (For China, a "notarized document" that proves your kinship is required. For other countries, a "birth certificate" etc. is required.)</li> </ul>

★Applicants for admission who hold citizenship in Mainland China, Vietnam, Nepal, Myanmar, Bangladesh, Mongolia, or Sri Lanka must submit the additional documents below.

	Required Documents
5	Certificate of income (for the past 3 years)
6	Certificate of tax payment (for the past 3 years)
7	Documents that show how you will gather the funds to support the applicant (A copy of your bankbook etc.)

## ② Supporter in Japan

	Required Documents	Points to Note
1	Bank statement	• A document issued by a bank, etc. in the name of the supporter
2	Certificate of employment	• A tax return certificate serves as a certificate of employment (For company owners, your company registration certificate is required.)
3	Certificate of taxation (for the past year)	• A document issued by the relevant institution that shows the supporter's annual income.
4	Certificate of Residence	• The name of family members living together has to be included. • If they have foreign citizenship, please submit a copy of their Residence Card.
5	Certificate of Registered Seal	• Please use the registered seal on the Letter of Financial Support.
6	Proof of Relationship	• If the supporter is a family member or relative, please submit a document that proves the kinship with the applicant.

★Applicants who hold citizenship in Mainland China, Vietnam, Nepal, Myanmar, Bangladesh, Mongolia, or Sri Lanka must submit the additional documents below.

	Required Documents
7	Certificate of income (for the past 3 years)
8	Certificate of tax payment (for the past 3 years)
9	Documents that show how you will gather the funds to support the applicant (A copy of your bankbook etc.)

## ③ Self-support

	Required Documents	Points to Note
1	Bank statement	• A document issued by a bank in the applicant's name.
2	Certificate of employment	• A document issued by the organization to which the applicant belongs, showing the period of employment.
3	Income certificate (for the past year)	• A document issued by the organization to which you belong, showing your annual income.

★Applicants who hold citizenship in Mainland China, Vietnam, Nepal, Myanmar, Bangladesh, Mongolia, or Sri Lanka must submit the additional documents below.

	Required Documents
4	If you have an occupation... A document showing your occupation and income (for the past year).
	If you do not have an occupation ... A document showing income for the past 3 years.

### <Notes on the documents to be submitted and others>

1. Unless otherwise specified, fill out the application forms with a black or blue ink pen. Pencils or erasable pens are not acceptable.
2. For documents that require translation, must be made by someone other than yourself, and must include his/her signature (seal). Please make sure to include the translator's signature or organization name, address, telephone number, and e-mail address.
3. Please write your name on the document as the same as the name on your passport. If you wish to apply for a passport in the future, please use the same name that you wrote on the application form.
4. Please do not file or bind your application documents but clip them together. When you print out the application form from our official website of the Japanese Language Course, please do not print on both sides of the page but print each page on one side.
5. All submitted documents will not be returned.  
Please do not send original of important documents (such as diploma) that are issued only once in your lifetime.
6. Even after the results are in, we reserve the right to cancel the admission if there are any false statements in the application documents.
7. The submitted certificates and letters of recommendation may be subject to confirmation of the contents and authenticity of the certificates by official research institutions, last school attended, current school, recommenders.
8. You may be asked to submit a copy of your application forms when you apply for a visa at the Japanese embassy after you have been accepted. Please be sure to make copies of all documents before applying and keep them on hand.
9. A "Certificate of Bank Statement" is required to prove that the financial supporter has enough money in the bank to pay for the school expenses.
10. If you are from a country or region with a large number of illegal aliens as designated by the Immigration Services Agency of Japan, you may be required to submit documents other than those specified.

<Regarding transcript, graduation certificate, and degree certificate>

Required documents(certificates) vary depending on the applicant's educational background. Please refer to the list below.

1 Please prepare the original document or an officially certified copy of the original document.

2 Submitted documents(certificates) will not be returned. Please keep a copy with you.

3 If you have downloaded the certificate from the web, please get an approval stamp on it from your school and submit it.

4 If the certificates are written in a language other than Japanese or English, be sure to attach a Japanese or English translation.

Status at the time of application	Certificates required	Remarks
High school graduates (or expected to graduate)	①Transcripts of all semesters issued by the high school	If the date of graduation is stated, ② is not required.
	② Certificate of graduation or Certificate of expected graduation issued by the high school	
University students (First year students)	①Transcripts of all semesters issued by the high school	
	②Latest transcript issued by the university	
	③Certificate of enrollment issued by the university	
University students (Second year students and over)	①Latest transcript issued by the university	
	②Certificate of expected graduation	Only if available.
	③Certificate of enrollment issued by the university	
University graduates	①Transcripts of all semesters issued by the university.	If the name and date of your degree is stated on it, ② is not required.
	②Certificate of degree conferring or Certificate of graduation issued by the university	It has to state the name and date of your degree.
Graduate school students (First year students)	①Transcripts of all semesters issued by the university.	If the name and date of your degree is stated on it, ② is not required.
	②Certificate of degree conferring or Certificate of graduation issued by the university	It has to state the name and date of your degree.
	③Latest transcript issued by the graduate school.	
	④Certificate of enrollment issued by the graduate school	

Graduate school students (Second year students and over)	①Transcripts of all semesters issued by the university.	If the name and date of your degree is stated on it, ② is not required.
	②Certificate of degree conferring or Certificate of graduation issued by the university	It has to state the name and date of your degree.
	③Latest transcript issued by the graduate school.	
	④Certificate of expected completion	Only if available.
	⑤Certificate of enrollment issued by the graduate school	
Graduate school graduates	①Transcripts of all semesters issued by the graduate school.	If the name and date of your degree is stated on it, ② is not required.
	②Certificate of degree conferring or Certificate of completion issued by the graduate school	It has to state the name and date of your degree.

## Application fee

**¥15,000** (Please transfer the money once you have completed all the documents for application).

\*Please make sure to transfer the money to the designated bank account with the applicant's own name and address.

### (1) Bank Remittance from abroad

After sending the money to the designated bank account in section (3) below, please attach a copy of the transfer receipt certificate that has the receipt stamp of the handling bank to the reverse side of the application form 'Admission Application (Form.1-1)'. Please take care of the transfer receipt certificate yourself (there is no need to submit it).

\*The applicant for admission is responsible for any transaction fees incurred by the money transfer.

\*If you have difficulty in remitting a small amount of money overseas, please contact us in advance by e-mail. (ml-nua@nua.ac.jp)

### (2) Bank Remittance inside Japan

Please transfer the money from your bank (except post office) to the designated bank account in section (3) below within the application period. Please also attach a receipt to confirm the completion of the transfer to the reverse side of the application form 'Admission Form (Form.1-1)'. The applicant for admission is responsible for any transaction fees incurred by the money transfer.

### (3) Bank account designated by payee for examination entrance fee

Transfer Bank	: 三菱UFJ銀行 西春支店 (MUFG Bank, LTD. Nishiharu BRANCH) [住所: 〒481-0040 愛知県北名古屋市西春駅前2丁目1番地] (Bank Address: 2-1 NISHIHARUEKIMAE, KITANAGOYA-SHI, AICHI 481-0040 JAPAN)
Account Type	: Ordinary Savings Account
Account Number	: 0586993 (Beneficiary Account Number: 237-0586993)
Recipient Account Name	: 名古屋芸術大学 (NAGOYA UNIVERSITY OF THE ARTS)
SWIFT CODE	: BOTKJPJT

(4) Once the entrance exam fee has been paid, it will not be returned for any reason.

## How to Apply

1. Please prepare all the application documents (See P.4 to P.11).
2. Pay the examination fee to the account designated above.
3. Enclose all the application documents in an envelope (put together the documents for the applicant for admission to prepare, the documents for the guarantor to prepare, and the documents for the supporter to prepare) and post. The package does not have to have arrived at the university by the application deadline, so long as it has been processed by the postal service before the deadline.

Please be careful of the following points when posting:

- ① When sending from within Japan, please send by simple registered post.
- ② When sending from outside of Japan, please send by Express Mail Service(EMS) or DHL.

\* Our university takes no responsibility for any accidents that happen in the mailing process.  
Please keep copies of the submitted documents.

### **【Mailing Address】**

Nagoya University of the Arts  
281 Koi, Kumanosho, Kitanaogoya-shi, Aichi-ken 481-8503, JAPAN  
Attention: Japanese Language Course, International Exchange Team,  
Public Relations Department

## Screening Method

Once received, your documents will be reviewed and we will also conduct an interview, which will take around 15 to 20 minutes.

Pre-assignment: Please talk about your motivation, future dreams, and reasons for studying in Japan in about 3 minutes.

After that, we will ask you some questions about what you have said.

\*The "Pre-assignment" and "Interview" will be conducted using "Online Video System" such as "ZOOM" or the "Telephone" depending on the applicant's residential situation at the time of application.

We'll contact applicants for details.

## Announcement of Results

Notification of Results will be sent to both successful and failed applicants by mail. We are unable to respond to any enquiries about the reason for the result.

## Admissions Procedures

Successful applicants will be sent a guidebook for admissions procedures. Please complete the admissions procedures in accordance with this, by submitting the necessary documents by the deadline and paying the tuition and other fees.

## Required Documents for Admissions Procedures

### ① Copy of passport ※For all applicants

- If you don't have a passport, please apply for one as soon as possible.

### ② Copy of both sides of your residence card ※For residents of Japan only

- Applicants who live in Japan should submit this by the deadline for the admissions procedures.
- Those who are changing their resident status, extending their visa (please contact us if it is currently in the process of being extended), or changing their address should submit the relevant documents after they have completed their visa change/extension process.
- Applicants from outside of Japan should, after entering Japan, make sure to carry out the necessary procedures to obtain their Residence Card and submit the copy by the day of entrance.

### ③ Others

- For any other documents, we will contact you individually if necessary.



## University Fees

### 1. 1 Year Course

Division of Semesters		First Half of Semester	Second Half of Semester	Total
Payment Period *1		Time of Admissions Procedures	Until October 25	
Item of Expense				
University Expenses	Admissions Fees	¥200,000	—	¥200,000
	Class Fees	¥346,000	¥346,000	¥692,000
Total		¥546,000	¥346,000	¥892,000

### 2. 2 Year Course

Division of Semesters		First Year First Half	First Year Second Half	Second Year First Half	Second Year Second Half	Total
Payment Period *1		Time of Admissions Procedures	Until October 25	Until April 25	Until October 25	
Item of Expense						
University Expenses	Admissions Fees	¥200,000	—	—	—	¥200,000
	Class Fees	¥346,000	¥346,000	¥346,000	¥346,000	¥1,384,000
Total		¥546,000	¥346,000	¥346,000	¥346,000	¥1,584,000

\*1: Where the banking facility etc., is closed on the date designated as the payment date, the following weekday will become the payment deadline.

\*2: In addition to the above, necessary expenses such as insurance and textbook fees will be charged.

\*3: If you need to secure an apartment, please let the university know after you have been accepted.

## <Payment method for tuition and various other fees>

### (1) When sending money from within Japan

Please transfer the money after filling out the required items on our university's prescribed bank transfer form and submitting it to the counter of your nearest banking facility by the deadline for the admissions procedures.

The applicant is responsible for any transaction fees incurred by the bank transfer.

### (2) When sending money from outside of Japan

Please send the total amount of university expenses to the designated bank account with the name of the applicant for admission by the deadline for the admissions procedures.

The applicant is responsible for any transaction fees incurred by the bank transfer.

### (3) Bank account designated for the transfer of tuition and various other fees

Transfer Bank : 三菱UFJ銀行 西春支店

(MUFJ Bank, LTD. Nishiharu BRANCH)

[住所: 〒481-0040 愛知県北名古屋市西春駅前2丁目1番地]

(Bank Address: 2-1 NISHIHARUEKIMAE, KITANAGOYA-SHI, AICHI 481-0040 JAPAN)

Account Type : Ordinary Savings account

Account Number : 1709065

(Beneficiary Account Number: 237-1709065)

Recipient Account Name : 名古屋芸術大学

(NAGOYA UNIVERSITY OF THE ARTS)

SWIFT CODE : BOTKJPJT

#### 【Things to note regarding admissions procedures】

- We do not accept documents that are incomplete.
- Admission will be revoked if false information is discovered on application documents.
- Applications not completed by the admissions deadline will be voided.
- Once payment for university expenses has been made, it will not be returned, except where a Certificate of Eligibility has been refused, or the applicant cannot enter the country.
- Please notify the university as soon as possible before the admissions procedure deadline if the applicant is unable to complete the admissions procedures by the due date for whatever reason. Requests made after the deadline for admissions procedures will not be accepted for any reason whatsoever.



名古屋芸術大学

NAGOYA UNIVERSITY OF THE ARTS

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