

Nagoya University of the Arts

2021 Japanese Language Course of Nagoya University of the Arts Guide for Student Applicants

Admissions Guide to Japanese Language Course



名古屋芸術大学

NAGOYA UNIVERSITY OF THE ARTS

School of the Arts (Department of the Arts)
Music Division Art Division
Design Division Arts and Liberal Arts Division
Performing Arts Production and Management Division

School of Human Development
Department of Child Development

The 'founding spirit' of Nagoya University of the Arts

'Sincere Service'

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

Japanese Language Course of Nagoya University of the Arts Objectives

The Japanese Language Course of Nagoya University of the Arts started in April 2020. It aims to help foreigners, who hope to enroll in a faculty of the Nagoya University of the Arts or graduate school, to acquire the Japanese language proficiency that is required to achieve higher education in Japan. In the Japanese Language Course of Nagoya University of the Arts, you will take subjects in Japanese. However, subjects such as Japanese Affairs and Art are also part of the curriculum. Through deepening your understanding of Japanese culture and society, you will navigate daily life and communication in Japan with greater ease. 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.

Length of Course, Number of People to be Admitted and Schedule from Application until Entrance

Years Required for Graduation • Number of People to be Admitted (Entrance Period)

- 1 Year Course : 20 people (Spring) ● 2 Year Course : 20 people (Spring)

Application Period	First Period: 15 June 2020 (Monday) - 2 July 2020 (Thursday) [Postmark Deadline] Second Period: 11 September 2020 (Friday) - 1 October 2020 (Thursday) [Postmark Deadline] Third Period: 19 November 2020 (Thursday) - 4 December 2020 (Friday) [Postmark Deadline] Fourth Period: 5 January 2021 (Tuesday) - 22 January 2021 (Friday) [Postmark Deadline]
Screening Day	First Period: 18 July 2020 (Saturday) Second Period: 17 October 2020 (Saturday) Third Period: 12 December 2020 (Saturday) Fourth Period: 6 February 2021 (Saturday)
Screening Method	Screening of documents and an interview

Announcement of Results	The university will send the results two days after the screening day.
Deadline for Admissions Procedures	Within 14 days of receiving a letter of acceptance *After confirmation that the admissions procedure has been completed, we will inform you about the guidance for admission and starting classes.

* As mentioned above we will carry out screening (periods 1, 2, 3 and 4) of entrance applicants four times a year.

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 have dual foreign and Japanese citizenship, please contact us for more details.

- (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 ability.

- Those who entered Japan on a short-stay visa or training visa cannot apply.

★The following tests measure Japanese proficiency equivalent to each grade of the Japanese Language Proficiency Test mentioned above.

- ‘J-CAT’ (151 points or over for the 1 year course, 101 points or over for the 2 year course).
- ‘Japan University Examination (JPUE) Test Subject: Japanese’ (equivalent to N3 or above for the 1 year course, and equivalent to N4 or above for the 2 year course).
- ‘Test of Practical Japanese (J.TEST)’ (500 points or over for the 1 year course, 350 points or over for the 2 year course)
- ‘Japanese Language NAT-TEST’ (level 3 or above for the 1 year course, and level 4 or above for the 2 year course).

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

After acceptance into the course, you may be asked to submit a copy of the application form when you apply for your Japan student visa. Please make copies of all documents and keep them on hand. Make sure to fill out the forms in black ink (pencils and erasable ballpoint pens are not permitted for filling out forms).

If you are printing out the admission application form directly from our university's official website, do not print on both sides of the paper. Print on one side only for each sheet. Please also attach a Japanese translation for all documents that are not written in Japanese.

We only accept documents that have been issued within the last 3 months.

If you download a certificate from the internet, please submit it after getting a seal of approval from your school.

	Required Documents	Points to Note
1	Admission form for Japanese Language Course of Nagoya University of the Arts (Form. 1-1)	<ul style="list-style-type: none"> • After filling out the form in your own writing, please attach a portrait photograph • Please attach to the reverse side a copy of the bank transfer receipt certificate that confirms the transfer of payment for the entrance examination fee.
2	Background in Japanese Language Study (Form. 1-2)	<ul style="list-style-type: none"> • After filling out the form in your own writing, please submit a copy of a Japanese language learning certificate that has been issued by a Japanese language learning institute.
3	Certificate of Japanese language ability	<ul style="list-style-type: none"> • Please submit a copy of a certificate of achievement which can show your Japanese language proficiency as indicated in section (2).
4	Statement of purpose (Form. 1-3)	<ul style="list-style-type: none"> • Please fill in this form in your own words and writing.
5	Written Pledge (Form. 1-4)	<ul style="list-style-type: none"> • After the applicant for admission has filled out the form in their own handwriting, please sign or attach your seal.
6	Certificate of graduation 【original copy】 or certificate of expected graduation	<ul style="list-style-type: none"> • Graduation certificate from your last school. • Please make sure to attach a Japanese translation (applicants for admission from China must also include a notarized document). • Those submitting a certificate of expected graduation should submit a copy of their official graduation certificate promptly after graduating.
7	Academic transcript	<ul style="list-style-type: none"> • Your academic transcript from high school to your last school. • Please make sure to attach a Japanese translation (applicants for admission from China must also include a notarized document). • Those expecting to graduate should submit a copy of their graduation certificate promptly after graduating.

8	Certificate of Health (Form. 1-5)	<ul style="list-style-type: none"> As a general rule, please have a doctor from a public medical institution prepare this within 3 months prior to your application. The university will also accept submissions that are not in the University's prescribed format so long as the same diagnostic items as are in the University's format are included.
9	Passport photographs of the applicant 【5 copies】	<ul style="list-style-type: none"> Photos must be taken within 3 months prior to the receipt of the application (photo size: height 4cm, width 3cm). The photo must be front-facing, of your upper body with no hat and no background. Please write your nationality, date of birth and name on the reverse side.

10	Birth certificate	<ul style="list-style-type: none"> If from China, please submit a copy of all family members' 'Household Register' and photographs taken of all pages of the 'Household Register' . (Limited to the most recent and up-to-date 'Household Register')
11	Declaration of application for Certificate of Eligibility for Resident Status	<ul style="list-style-type: none"> Please fill out this form in your own writing. The university will complete a proxy application based on this document, so please ensure to fill it in accurately.
12	Copy of passport	<ul style="list-style-type: none"> Submit only if you are in possession of it at the application stage. Please make a copy of all pages including blank pages.
13	Certificate of employment	<ul style="list-style-type: none"> Submit only if you are employed in your own country.
14	Certificate of scholarship	<ul style="list-style-type: none"> Submit only if you are receiving a scholarship. Please ensure it shows the name of the institution providing the scholarship, the amount of the scholarship and the period the scholarship covers Attach anything that has important points about the details of the scholarship written on it.
15	Letter of Guarantee (Form. 1-6)	<ul style="list-style-type: none"> The guarantor should fill out this form.
16	Letter of financial support (Form. 2-1)	<ul style="list-style-type: none"> The person providing financial support should fill out this form.

<Documents for submission by the person providing financial support>

(Please choose from ①~③ and submit the required documents.)

- ① If the applicant for admission is paying the expenses for tuition fees and living expenses etc.

	Required Documents	Points to Note
1	Bank statement	<ul style="list-style-type: none"> Must be a document showing the applicant for admission's name and be issued by the bank
2	Certificate of employment	<ul style="list-style-type: none"> A document issued by the financial supporter's employer showing the period of employment.
3	Income certificate (for the past year)	<ul style="list-style-type: none"> A document issued by the financial supporter's employer showing the supporter's 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	<p>If you have an occupation... A document showing your occupation and income (for the past year).</p> <p>If you do not have an occupation ... A document showing income for the past 3 years.</p>

②If a Japanese resident is paying the expenses for tuition fees and living expenses etc., for the applicant

	Required Documents	Points to Note
1	Bank statement	• The document must have the supporter's name on it and be issued by the bank.
2	Certificate of employment	• A tax return certificate serves as a certificate of employment • If you are a company owner, please submit a registration certificate for your company (instead of a tax return certificate)
3	Tax certificate (for the past year)	• A document issued by the relevant institution that shows the supporter's annual income.
4	Certificate of Residence	• Must show the supporter's family members who live with them • If they have foreign citizenship, please submit a copy of their Residence Card.
5	Certificate of Registered Seal	• The seal must be registered to the supporter.
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 for admission who hold citizenship in Mainland China, Vietnam, Nepal, Myanmar, Bangladesh, Mongolia, or Sri Lanka must submit the additional documents below.

	Required Documents
7	Income certificate (for the past 3 years)
8	Certificate of tax payment (for the past 3 years)
9	A document that proves the supporter can cover the applicant's expenses, such as proof of savings, etc.

③If you are paying the expenses for tuition fees and living expenses through remittance from outside of Japan

	Required Documents	Points to Note
1	Bank statement	• Must show the supporter's name and be issued by the bank. Remittances from China must include a copy of a Certificate of Deposit in addition to your balance statement.
2	Certificate of employment	• Must show the period of employment e.g. a registration certificate from the company manager or a copy of an operating license.
3	Income certificate (for the past year)	• Must be issued by the supporter's workplace, show the supporter's annual income and address of their workplace
4	Proof of relationship (certificate of relationship)	• Japanese certificate of residence (document must have all members of the household written on it) and something equivalent to the family register (if from China, a 'notarial deed' showing kinship. For other countries, a 'birth certificate' or something similar)

★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	Income certificate (for the past 3 years)
6	Certificate of tax payment (for the past 3 years)
7	A document that clarifies the process for producing the funds to pay for expenses (copy of a savings passbook etc.)

* The bank statement must show that there are sufficient savings to pay for the applicant' s tuition fees.

* Applicants from countries that have been designated by the Japan Ministry of Justice and Immigration Bureau of Japan as having a higher occurrence of overstayers may be requested to submit additional documents.

Entrance Examination 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) When sending money from within Japan

Please transfer the money from your bank 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.

(2) When sending money from outside Japan

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.

(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 (refer to P.3).
2. Send 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

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

【Delivery Address】

281 Koi Kumanosho, Kitanagoya City, Aichi Prefecture, 481-8503
Nagoya University of the Arts Public Relations and Admissions
Division, Japanese Language Course of Nagoya University of
the Arts Receptionist

Screening Method

Once received, your documents will be reviewed and we will also conduct a pre-assignment and an interview (which will take around 15 to 20 minutes). Pre-assignment will be held as stated below.

Pre-assignment: please speak about your motivation (reasons for application), future dreams, and reasons for studying in Japan in about 3 minutes. After that you will be asked a few question about these 3 points.

※ Depending on your location and application time, pre-assignment and interview may be conducted via video-conferencing (such as ZOOM) or via telephone. The university will contact the applicant.

Announcement of Results

A results notification of whether you have passed or failed the screening will be sent to your address. 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.

The deadline for the admissions procedures is within 14 days of the applicant receiving the notification about passing the screening procedure. After confirming, please make sure to complete the admissions procedures by the appointed date.

Required Documents for Admissions Procedures

- 1 Copy of passport
 - For those who don't have a passport, please start applying for your passport in advance.

- 2 Copy of both sides of your residence card
 - 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 for admission 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.

University Fees

In addition to the university fees indicated below, teaching material fees and National Health Insurance fees will also be required.

1. 1 Year Course

Division of Semesters		First Half of Semester	Second Half of Semester	Total
Payment Period *1		Time of Admissions Procedures	Until 15 September	
Item of Expense				
University Expenses	Entrance Fee	¥200,000	—	¥200,000
	Class Fees	¥346,000	¥346,000	¥692,000
Other Expenses	Student Accident Insurance Etc. *2	¥2,700	¥2,700	¥5,400
Total		¥548,700	¥348,700	¥897,400

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 15 September	Until 15 April	Until 15 September	
Item of Expense						
University Expenses	Entrance Fee	¥200,000	—	—	—	¥200,000
	Class Fees	¥346,000	¥346,000	¥346,000	¥346,000	¥1,384,000
Other Expenses	Student Accident Insurance Etc. *2	¥2,700	¥2,700	¥2,700	¥2,700	¥10,800
Total		¥548,700	¥348,700	¥348,700	¥348,700	¥1,594,800

*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: Where, due to the circumstances of the insurance company, the insurance premiums have been revised, it may be that the amount collected for the student accident insurance etc. will change.

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 university expenses (¥548,700 in total) 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

(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 : 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.

Procedures for Immigration with Certificate of Eligibility

A Certificate of Eligibility and a Student Visa are required to enter Japan for the purpose of study. The university will make a proxy application for an applicant's Certificate of Eligibility and Student Visa.

Once their application has been approved by the university, applicants who do not have a passport should apply for one in accordance with their own country's procedures.

Those who are already in Japan and need to change their residence status, extend their visa or change their address are responsible for carrying out procedures for those on their own.

From Application to Immigration

Applicant for Admission

↓

↓ Post the application documents to our university

Nagoya University of the Arts

↓ The university will notify the applicant of whether their application has been accepted

↓ We will apply for a 'Certificate of Eligibility' for the successful applicant at the Nagoya Regional Immigration Bureau.

Nagoya Regional Immigration Bureau

↓

↓ The immigration bureau issues 'Certificate of Eligibility'.

Nagoya University of the Arts

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↓ The university will send the Certificate of Eligibility and Admission Letter (including the submission of required documents and completion of payment of tuition and various other fees) to the applicant.

Applicant for Admission

↓

↓ Complete the Student Visa process by taking the Certificate of Eligibility and passport to your Japan embassy.

Embassy of Japan or Consulate

↓

↓ The embassy will issue your Student Visa.

Applicant for Admission

↓

↓ Present your passport with your Student Visa and your Certificate of Eligibility when you land in Japan.

Landing Application

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↓ *Residence status and period of stay are decided and shown in the applicant's passport in Japanese and English as follows. Please make sure to enter the country with a "Student Visa".

留学
College Student

***Entry conditions**

There is a compulsory class attendance rate that you must maintain in order to be eligible to take your exams.

***Housing after Entry**

Faculty members at our university will introduce you to estate agents who can help you find suitable housing.

(Sent together with the guidance for admissions procedures)



名古屋芸術大学

NAGOYA UNIVERSITY OF THE ARTS

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