

2024 Application Guide

International/Transfer Students

International College of Liberal Arts (iCLA)

Department of International Liberal Arts

- ◆ This Application Guide contains all the requirements from application to enrollment. Please read it thoroughly and follow the instructions carefully.
- ◆ Please consult your parents/legal guardians for all necessary items related to the payment of tuition and other fees.
- ◆ All the dates and times are in Japan Standard Time (JST).

Yamanashi Gakuin University

iCLA Admissions Policy

We seek individuals:

- (1) who are motivated and hardworking;
- (2) who can demonstrate academic potential and can prove success in their past activity;
- (3) who are tolerant, curious, and possess critical and flexible thinking;
- (4) who can prove English proficiency at the level needed to pursue studies at iCLA, and demonstrate foreign language learning ability.

Eligibility Check

Please check if you are eligible to apply for admissions under the international category.

☐ Have you graduated or are expected to graduate 12 years of school education?

For transfer students: Have you completed at least 1 year of college/university courses in English?

☐ Are you able to demonstrate English language proficiency with a TOEFL iBT score of 76, an IELTS score of 6.0, or by providing one of the alternative forms of proof shown in Appendix B?

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[1] Number of Students to be Admitted and Application/Screening Schedules

Admissions	Enrollment	Number of Students to be Admitted in 2024
Degree-seeking students (1 st year)	Spring (April)	50
Transfer students	Fall (September)	

Intake	Admission Category	Application Period	
		Opening date	Closing dates*
Spring	Degree-seeking students Transfer students (applicants who need a student VISA)	Sat. April 1, 2023	Mon. Nov 20, 2023
	Degree-seeking students Transfer students (applicants who have a valid residential status*)		Fri. Feb 16, 2024
Fall	Degree-seeking students Transfer students (applicants who need a student VISA)	Fri. Sept. 1, 2023	Mon. Apr 15, 2024
	Degree-seeking students Transfer students (applicants who have a valid residential status*)		Fri. Jun 21, 2024

Closing date is the final deadline for each intake. The entire admission process (application through the notification) will usually be completed within a maximum of 40 days.

*Applicants who hold a valid residential status defined as a Japanese passport, dual nationality, permanent residency, or special permanent resident certificate holder.

NOTE:

- ♦ Applicants will be notified of the Enrollment Deadline when given their admission results.
- ♦ For applicants who need a student VISA, the Enrollment Deadline is the deadline for the enrollment document submission and payment of the enrollment fee to secure your seat. Tuition and other fees must be paid within a week after you receive notification from the Admission Office that your Certificate of Eligibility has been issued.
- ♦ For applicants who have a valid residential status in Japan, the enrollment deadline is the deadline for enrollment document submission and payment of the enrollment fee, tuition and other fees.

[2] Application Eligibility

All applicants must hold, or are expected to hold, a high school diploma, or be able to demonstrate equivalent academic ability to a Japanese senior high school graduate, as per Article 150 of the Ordinance for Enforcement of the School Education Act, by March 31, 2024 for Spring admission, or August 31, 2024 for Fall admission. For full definition of applicant qualifications, please refer to Appendix A: Application Eligibility.

Also, applicants must demonstrate English language proficiency with a TOEFL iBT score of 76, an IELTS score of 6.0, or by providing one of the alternative forms of proof shown in Appendix B.

[3] Application Procedure

Stage 1 Online Application

- **Create an account and complete the online application form.**
Please refer to page 3 [4] Application Documents.
- **Pay the application fee:** Application fee of JPY 7,000 is to be remitted through either Flywire or domestic bank transfer. Please refer to page 4 [6] Payment.

Stage 2 Screening/Interview

- Applications are evaluated based on a holistic review of all application documents.
- An interview will also be conducted either online or by telephone.
- A specific date and time will be arranged.
- The interview will be conducted in English, and will take approximately 20 minutes.

Stage 3 Announcement of Results

- Admission decisions and scholarship awards will be sent to applicants at the email address indicated on their online application form.

Stage 4 Enrollment

- Log in to the online application system and accept your offer.
- Pay the enrollment, tuition and other fees by the indicated deadline.
- Fill out and upload all required enrollment documents. The documents must arrive by the specified deadline.

[4] Application Documents

Please submit the documents listed below through the online application system (<https://apply.icla.ygu.ac.jp/>).

For transfer students, please refer to page 6 for additional documents required.

For documents marked with an asterisk, the submission of the original hard copy will be required as part of the enrollment process. Documents must be in Japanese or in English. For documents in other languages, please attach a notarized translation in Japanese or English.

Documents

1	A Copy of your passport or official photo ID	
2	Miscellaneous achievements	Digitally scanned copies of any certificates proving your achievement(s) (if applicable)
3	Statement of purpose	Please address the following 2 questions in an essay of approximately 300 words for each question in English. 1. Please state why you want to study at iCLA. 2. Please state how your study at iCLA will help your life and career.
4	Two reference letters	Please provide 2 reference letters from individuals who are familiar with your academic capability. Your referee will be notified of your request for a reference letter by email and will be prompted to access an online evaluation sheet.
5	Diploma and/or graduation certificate or expected graduation certificate*	Please upload the diploma and/or graduation certificate issued by your high school or current institution. If you are not able to submit a diploma and/or graduation certificate, an official letter of expected graduation is also acceptable.
6	Academic transcript(s)*	[For all applicants] Please upload an up-to-date academic transcript for the last three-year period issued by your current high school, as well as any high school you have attended in the past. If you are a university student, please also upload up-to-date academic transcripts issued from each higher education institution (university, junior college, or technical college) you have attended in the past. [For transfer students] Please see [10] Transfer Students, Application Documents section on page 6.
7	Certificate of the results of university entrance qualification examinations or other standardized tests (optional)	Please refer to Appendix C and submit the certificate that applies to you.
8	(For non-native English speakers) English proficiency test score	Please refer to Appendix B and submit the official score that applies to you.

[5] Notes Regarding the Application

- ♦ If you require special assistance for attending classes or living in the dormitory due to a disability or serious medical condition, etc., please contact the Admissions Office before submitting your application. In addition, please contact the Admissions Office immediately if you find yourself in such a situation after submitting your application. This information will not impact your admission results.
- ♦ Application documents and application fees are not returned or refunded under any circumstances.

[6] Payment

<Payment from outside of Japan>

Please refer to the Flywire user guide for more information.

Flywire User Guide: <https://www.flywire.com/how-it-works/>

Application Fee Payment: <https://www.flywire.com/pay/icla>

<Domestic bank transfer>

Receiving Bank	MIZUHO BANK, LTD.
Branch	KOFU Branch
Bank Address	1 – 19 – 10 Marunouchi, Kofu, YAMANASHI
Payee's a/c No.	Futsuu 2384532
Payee	C2C GLOBAL EDUCATION JAPAN
University Address	2 – 4 – 5 Sakaori, Kofu, YAMANASHI, 400-8575 JAPAN

[7] Fees

Tuition and Other Fees

	1 st Semester	2 nd Semester	Fees for the First Academic Year
Enrollment Fee*	JPY 200,000	—	JPY 200,000
Tuition	JPY 608,000	JPY 608,000	JPY 1,216,000
Facility and Equipment fee	JPY 190,000	JPY 190,000	JPY 380,000
Total	JPY 998,000	JPY 798,000	JPY 1,796,000

NOTE: (1) Fees for the 1st semester are to be paid by the specified enrollment deadline. Please do not make a payment for the tuition fees at the time of application.

(2) The Enrollment fee* is a one-time payment.

(3) YGU neither issues school bonds nor collects donations of any kind.

Room and Board Fees <To be paid after enrollment.>

Room and Utilities*	JPY 564,000/year
*water, gas, electricity, internet, maintenance (including common areas)	
Board (3 meals a day, JPY 1,833/day)	JPY 343,979/year
Cleaning and re-painting fee (paid once only)	JPY 30,000
Total	JPY 937,979

NOTE: (1) The numbers above are estimates; you will be informed of payment details after enrollment.

(2) All students are required to live in the iCLA residence halls in their first year.

(3) Meals are not served during weekends.

[8] Refund Policy

Those who have submitted the enrollment documents and paid their tuition and other fees within the indicated period, but decide to withdraw, may receive a full refund of the payments made, except for the enrollment fee, as long as they notify the Admissions Office of their withdrawal before March 15, 2024 for Spring admission or August 15, 2024 for Fall admission. Refund request documents will be emailed upon request. Please contact the Admissions Office for more details.

[9] Scholarship

iCLA Academic Scholarships are awarded to students who are accepted to the International College of Liberal Arts (Bachelor's program). Applicants are required to be strongly committed to study at iCLA as full-time, degree-seeking students.

If you are interested in applying for this scholarship, please indicate the reasons for applying for this scholarship on the application form, including the reason why you want to study at iCLA, what you want to accomplish at iCLA, your future plan after completion of the program, and any financial reasons.

Type of Award	I	II	III	IV
Number of Recipients	Several		Several	
Award	Full Scholarship	3/4 Scholarship	Half Scholarship	1/4 Scholarship
Scholarship Amount	Full Scholarship covering 100% tuition and fees*	3/4 Scholarship covering 75% tuition and fees*	Half Scholarship covering 50% tuition and fees*	1/4 Scholarship covering 25% tuition and fees*
Scholarship Duration	Renewable every year based on overall performance. Maximum of 4 years.			
Selection Criteria	1. Academic Achievement 2. Extracurricular Achievements 3. Financial Need			
Selection Process	Scholarship recipients are chosen based on the quality of their application materials and interview results.			
Required Document	Application form			
How to Apply	Apply through the online application system.			
Announcement of Results	The announcement of your scholarship application result will be included with the announcement of admission results.			

*Fees include Enrollment Fee and Facility and Equipment Fee. Room Fees, Board Fees and other living expenses are not included.

NOTE: Yamanashi Gakuin University scholarship renewal and extension policies in place will be applied to all scholarship recipients. The scholarship may be discontinued based on academic performance.

[10] Transfer Students

Application Eligibility

- (1) Applicants who have graduated, or expected to graduate from a four-year university, two-year college, or technical college taught in English by March 31, 2024 for the Spring entrance or August 31, 2024 for the Fall entrance.
- (2) Applicants who have been enrolled for at least 1 year, have been taught in English and have earned or expected to earn at least 27 credits by the end of March 2024 for the Spring admission or August 2024 for the Fall admission.
- (3) Applicants are required to demonstrate their English proficiency as outlined in Appendix B to be eligible to take iCLA courses in English.

Application Documents

In addition to the documents on page 3, please submit the following:

- (1) Official academic transcript from your current institution.
- (2) Syllabi for all courses listed in your transcript
(Please check that course codes and semester dates in the syllabi match the courses listed your transcript. If the code or semester listing differs, please submit a letter from your institution confirming that the course you took matches the submitted syllabus.)
- (3) A list of courses you are taking in the current semester (if applicable) and predicted grades for courses still in progress.

※If the above documents do not state the number of credits, number of credit hours, or main language of instruction, further documents may be requested.

***Credit Transfer**

Regardless of the school attended, up to 36 credits are transferrable for students transferring in as a second year student, and up to 60 credits is transferrable for students transferring in as a third year student.

***Japanese Language Program (JLP)**

Under the current iCLA curriculum, international degree-seeking students must complete “Elementary 2” as a graduation requirement.

Notes on Application

- (1) After the document screening, we will notify the applicants the results of their application for transfer.
- (2) Application documents and application fees are not returned or refunded under any circumstances.
- (3) The academic year placement of the applicant is subject to the approval of the total number of credits that are deemed transferrable to iCLA by the Admissions Committee.
- (4) If the required documents for credit transfer are not submitted, credits may not be transferred.

Appendix A: Application Eligibility

* Transfer students, please refer to page 6.

All applicants must hold, or are expected to hold, a high school diploma, or be able to demonstrate equivalent academic ability to a Japanese senior high school graduate, as per Article 150 of the Ordinance for Enforcement of the School Education Act, by March 31, 2024 for Spring admission or August 22, 2024 for Fall admission. Qualified applicants are defined below.

1. Applicants who hold, or are expected to hold, a high school graduation diploma issued by a Ministry of Education, Culture, Sports, Science and Technology (MEXT) accredited Japanese high school.
2. Applicants who hold or are expected to hold a high school graduation diploma proving completion of a 12-year educational program mandated by a foreign country's government.
3. Other applicants (other than those to which 1 or 2 applies) that meet one of the qualifications a. – e. below, as designated by the MEXT.
 - a. Applicants who hold, or are expected to hold a qualification for admission to a university in foreign countries, earning an International Baccalaureate Diploma, an Abitur diploma, a French Baccalauréat diploma, or a GCE-A level.
 - b. Applicants who have completed, or are expected to complete 12 years of education at international schools accredited by international accreditation organizations, such as WASC, CIS or ACSI.
 - c. Applicants who have graduated, or are expected to graduate from an international school or a school for foreign students in Japan that is recognized as an equivalent of a high school in a foreign country by the Ministry of Education, Culture, Sports, Science and Technology.
 - d. Applicants who have passed, or are expected to pass an examination that is equivalent to completing 12 years of education outside Japan by March 31, 2024 (Spring admission) or August 31, 2024 (Fall admission).
 - e. Applicants who have completed, or are expected to complete by March 31, 2024 (or August 31, 2024 for Fall admission), a Japanese preparatory curriculum designated by the Ministry of Education, Culture, Sports, Science and Technology, after being educated in country a where the standard primary and secondary school education is less than 12 years.
4. **Applicable only to students from non-English-speaking countries:**

In order to take courses in English at iCLA, applicants must demonstrate English language proficiency with a TOEFL iBT score of 76, a TOEFL PBT score of 550, an IELTS score of 6.0, or by providing alternative forms of proof such as those shown in Appendix B.

*A TOEFL or IELTS test score will be required when you apply for the study abroad program.

*In principle, a national of a major English-speaking country is exempt from submitting an English proficiency test score. Major English-speaking countries are: **Australia, Canada, Ireland, New Zealand, USA, and UK.** (Applicants may still be asked to provide an English proficiency test score)

*An applicant who is able to provide evidence that the medium of instruction in their secondary education was in English may be exempt from submitting an English proficiency test score. However, the applicant's English proficiency will be assessed during an online interview and they may still be asked to provide an English proficiency test score.

If you have any queries regarding your English qualification, please contact the Admissions Office at i.admission@c2c.ac.jp.

NOTE: If you submitted a supporting document to indicate that you are expected to obtain the qualifications or grades to be eligible for admission to the University, you will be required to submit a certificate which confirms that you have indeed met such requirements before enrollment. You will not be admitted as a student at Yamanashi Gakuin University until you submit such a certificate, even if you pass the entrance examination.

Appendix B: Acceptable English Qualifications

Test Name	Minimum requirement	Institution Code
TOEFL (iBT)	76	7601
TOEIC (Reading and Listening)	750 (placement test may be required on entry)	
IELTS Academic Module	6.0	
Duolingo English Test	95	
IB Certificate (English)	4 points	036923
GCE (A Level)	English Language D	
(AS Level)	English Language C	
GCSE (old system)	English Language C	
(new system)	English Language 4	
IGCSE (old system)	English Language C	
	English as a Second Language B	
(new system)	English Language 4	
	English as a Second Language 5	
Cambridge O Level	English C	
Advanced Placement	English 3	
Pearson Test of English Academic	Overall 50	
ACT	Writing component 6 out of 12 overall	7012
SAT	Reading and Writing at 520 or above.	7667
Trinity ISE Exams	ISE level II	
An equivalent alternative English language qualification, as deemed acceptable by Yamanashi Gakuin University		
Education System/Country	Minimum requirement	
Australia	English ATAR at 70.00 or above	
Canada	High School Diploma Pass in English	
Hong Kong	HKDSE English 4	
India	70% in Year 10 or 65% in Year 12 English	
Kenya	A certificate of results of the Kenya Certificate of Secondary Education (KCSE). A score of C+ in English is required.	
Malaysia	SPM O level English (1119) C	
New Zealand	National Certificates of Educational Achievement (NCEA) Level 2 minimum 10 credits at A (Achieved) in English	
The Philippines	High School Diploma Pass in English	
United Kingdom	Pass in at least one A level essay based subject (The following subjects cannot be accepted: Mathematics, Further Mathematics, Statistics, Physics, Foreign language subjects)	
West African Nations	West African Examinations Council (WAEC) Senior School Certificate English C6	

Accreditation	Minimum requirement	
ACSI – Association of Christian Schools International	Completion of High School Diploma	
CIS – Council of International Schools	Completion of High School Diploma	
WASC – Western Association of Schools and Colleges	Completion of High School Diploma	

Appendix C: Certificate of Results of University Entrance Qualification Examinations and Other Standardized Tests

- ♦ If you cannot arrange for either the certificate of results of the university entrance qualification examinations in your country, or the official score report of other standardized test to be received by the Admissions Office by the application deadline, please contact the Admissions Office.
- ♦ Documents must be in Japanese or English. **For documents in other languages, attach a notarized translation in Japanese or English.**

Education System/Country	Documents to be Submitted
Australia	Submit both (1) and (2): (1) A certificate of results of the Grade 12 examinations held by state exam institutions, such as NSW Higher School Certificate, QLD Certificate of Education, or VIC Certificate of Education; (2) Australian Tertiary Admission Rank (ATAR) or Overall Position (OP).
Bangladesh	A certificate of results of the Higher Secondary Certificate (HSC).
Canada	<p>• Province of British Columbia: An academic transcript issued by the provincial government that shows the result of the provincial exam.</p> <p>• Province of Ontario: An academic transcript issued by the provincial government that shows the grades for 6 units from University Preparation (U) courses or University/College Preparation (M) courses in Grade 12.</p> <p>• Other provinces: An academic transcript issued by a provincial government or a regional board of education that includes grades for subjects that are necessary for university admission.</p>
China	A certificate of results of the National College Entrance Examination (Gaokao). NOTE: Please attach a copy of the information guide for Gaokao (You may print out a website page that shows an exam overview, subjects and distribution of points).
France	A performance evaluation certificate for the Baccalauréat.
Germany	A performance evaluation certificate for the Abitur. NOTE: You are supposed to submit it as a document certifying application eligibility, so you do not need to submit two copies.
Hong Kong	A certificate of results of the Hong Kong Diploma of Secondary Education (HKDSE). NOTE: If the original certificate is not available by the application deadline, please submit the official document to certify your predicted grade in HKDSE by the high school.
India	A certificate of results from Higher Secondary Certificate Examination conducted by state boards or the Central Board of Secondary Education (CBSE).
Kenya	A certificate of results of the Kenya Certificate of Secondary Education (KCSE). Average score of C+ is required.

Nepal	A certificate of results of the Higher Secondary Certificate (HSC).
New Zealand	A performance evaluation certificate for the NCEA (National Certificate of Educational Achievement) Level 3.
Pakistan	A certificate of results of the Higher Secondary Certificate (HSC).
The Philippines	A senior high school transcript showing completion of the 12 th grade
Russia	A Certificate of Secondary (Complete) General Education
Singapore	A certificate of results of the GCE (General Certificate of Education) with one of the following: (1) At least one A Level subject and two AS Level subjects (2) At least two A Level subjects
South Korea	A certificate of results of the College Scholastic Ability Test (CSAT).
Sri Lanka	A certificate of results of the GCE (General Certificate of Education) with one of the following: (1) At least one A Level subject and two AS Level subjects (2) At least two A Level subjects
Taiwan	A certificate of results of the General Scholastic Ability Test (GSAT).
United Kingdom	A certificate of results of the GCE (General Certificate of Education) with one of the following: (1) At least one A Level subject and two AS Level subjects (2) At least two A Level subjects
United States	Submit either (1) or (2) (1) SAT Reasoning Test: (The Yamanashi Gakuin University institution code is 7667) (2) ACT: (The Yamanashi Gakuin University institution code is 7012)
	NOTE: Arrange for the official score(s) to be directly sent to the Admissions Office. It usually takes four weeks for the official score to arrive at the Admissions Office. Make sure you send it early enough so that the official score is received by the deadline.
Countries not listed above Other countries	Submit any 2 documents of (1), (2), or (3): (1) An official score of results of university/college entrance qualification examinations or standardized tests in your country; (2) An official score certificate of the SAT Reasoning Test or the ACT. (3) Official high school transcript(s)
Advanced Placement Tests	A score report. Minimum of 2 subjects are required.
International Baccalaureate (IB)	A performance evaluation certificate for IB with final grades for six or more subjects. (The Yamanashi Gakuin University institution code is 036923) NOTE: Please arrange for the certificate to be directly sent to the Admissions Office. In case your school receives the certificate earlier than you, submit a certificate of results issued and certified by your school.

Cambridge AICE Diploma	A Levels (2credits each)	AS Levels (1credits each)	CI AS Level Global perspectives& Research (9239)	Total
	3	0	1	7 credits
	2	2	1	7 credits
	1	4	1	7 credits
Cambridge Assessment International Examinations (CAIE)	A statement of results of one of the following: (1) At least one A Level subject and two AS Level subjects (2) At least two A Level subjects			

Contact Information

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