



iCLA
YAMANASHI GAKUIN UNIVERSITY

2019 Application Guide

International/Returnee/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.

Please check if you are eligible to apply for international admissions using the diagram below.

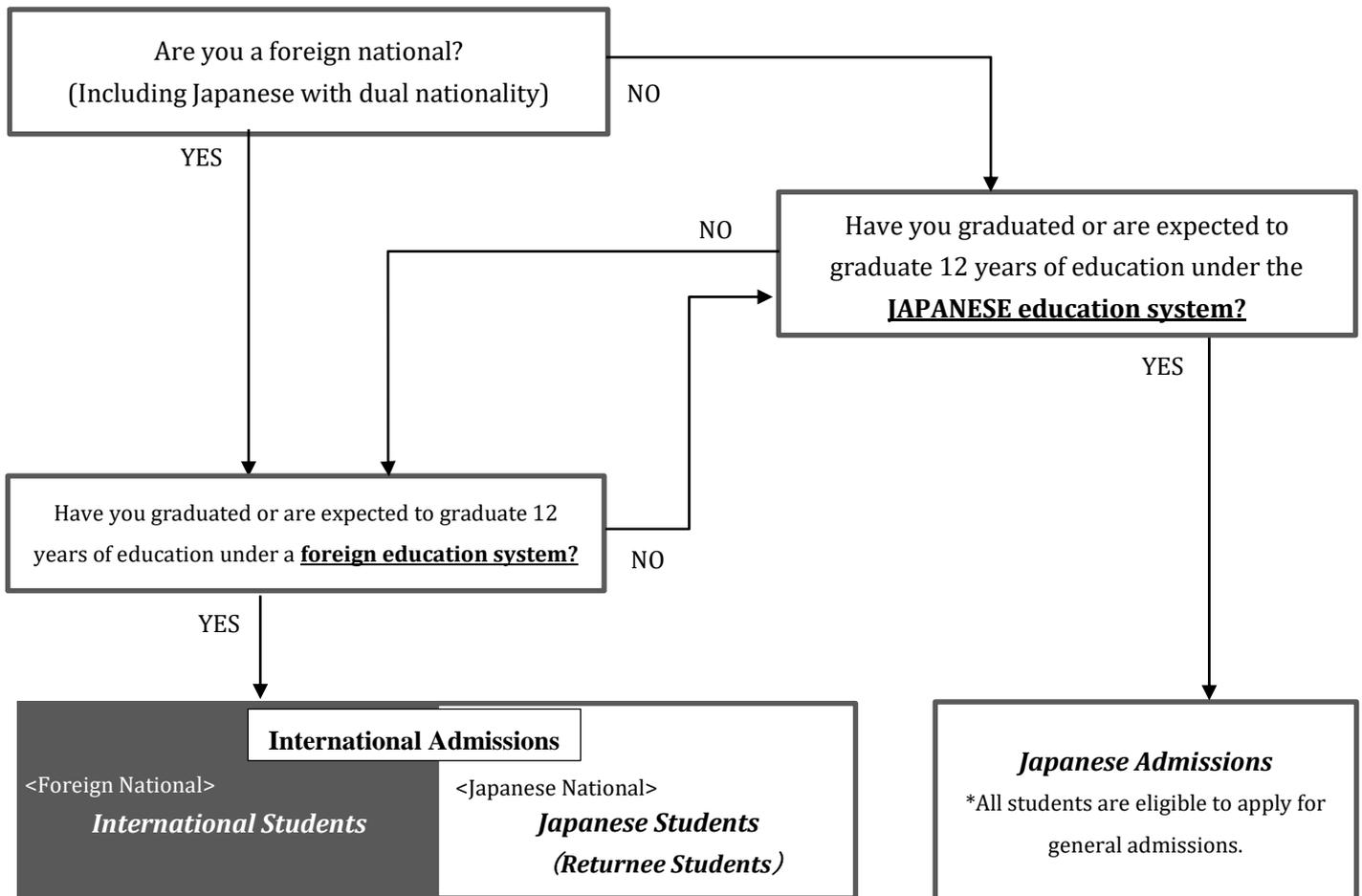


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[1] Number of Students to be Admitted and Application/Screening Schedules

Admissions	Enrollment	Number of Students to be Admitted
Degree-seeking students (1 st year)	Spring(April)	2
	Fall(September)	5
Returnee students (Japanese passport holder)	Spring(April)	2
	Fall(September)	2
Transfer students	Spring(April)	Several
	Fall(September)	Several

Intake	Admission Category	Application Period		Interview Period	Notification Period	Enrollment Deadline
		Opening date	Closing dates*			
Spring	International I Transfer	Mon. Sep. 10, 2018	Tue. Nov 6, 2018	Mon. Nov. 12, 2018 – Fri. Nov. 16, 2018	Thu. Nov. 22, 2018 – Mon. Nov. 26, 2018	Fri. Dec. 7, 2018
	Returnee		Tue. Nov 27, 2018	Mon. Dec. 3, 2018 – Fri. Dec. 7, 2018	Fri. Dec. 21, 2018	Fri. Jan. 11, 2019
			Tue. Feb 19, 2019	Tue. Feb. 26, 2019 – Thu. Feb 28, 2019	Fri. Mar. 8, 2019	Tue. Mar. 19, 2019
Fall	International I Transfer Returnee		Tue. Nov 27, 2018	Mon. Nov. 12, 2018 – Fri. Dec. 7, 2018	Thu. Dec. 20, 2018 – Thu. Dec. 27, 2018	Thu. Jan 31, 2019
	International II Transfer Returnee		Tue. Feb 19, 2019	Fri. Feb. 1, 2019 – Thu. Feb 28, 2019	Fri. Mar. 8, 2019 – Fri. Mar 15, 2019	Fri. Apr 12, 2019
	International III Transfer Returnee		Tue. Apr 2, 2019	Mon. Mar. 18, 2019 – Fri. Apr 12, 2019	Mon. Apr. 22, 2019 – Fri. Apr 26, 2019	Fri. May 24, 2019

*The application period has multiple closing dates that are connected with different periods for notification.

NOTE:

- ◆ All application documents must be received by the posted deadline.
- ◆ An interview may not be necessary. When it is deemed necessary, applicants will be notified at least 3 days prior to the interview.
- ◆ The Enrollment Deadline is also the deadline for the payment of the enrollment fee, tuition and other fees. Please refer to page 9 for details.

[2] Application Eligibility

* Returnee students, please also refer to page 11.

* Transfer students, please refer to page 11-12.

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, 2019 for Spring admission, or by August 31, 2019 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, and are at least **18 years** of age by March 31, 2019 for Spring admission, or by August 31, 2019 for Fall admission.
 - 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 ACSE, and are at least **18 years** of age by March 31, 2019 for Spring admission, or by August 31, 2019 for Fall admission.
 - 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, and are at least **18 years** of age by March 31, 2019 for Spring admission, or by August 31, 2019 for Fall admission.
 - 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, 2019 for Spring admission, or by August 31, 2019 for Fall admission.
 - e. Applicants who have completed, or are expected to complete by March 31, 2019 for Spring admission, or by August 31, 2019 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 5.5, or by providing one of the alternative forms of proof shown in Appendix A.

*If you do not have a valid score at the time of the application, please retake either the TOEFL or IELTS exam.

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

*In principle, an applicant who is 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**. However, 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. Please refer to the Appendix A for more information. 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@ygu.ac.jp.

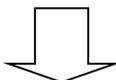
NOTE: If you submitted a supporting document to indicate that you are expected to obtain the qualifications or grades to be eligible for admission to the University, you will be required to submit a certificate which confirms that you have indeed met such requirements before enrollment. You will not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

[3] Application Procedure

Stage 1: Registration

Register your email address and create a password on the online application system

URL: <https://icla.smapply.io>



Stage 2: Application ***Please refer to the Online Application Guide for instructions.**

1. Fill out the online Application Form

Log into the online application within the application period and fill out the form.

2. Upload the following documents:

- ◆ Copy of your passport or official photo ID
- ◆ Miscellaneous achievements – digitally scanned copies of any certificates proving your achievement(s) (if applicable)
- ◆ Statement of purpose
- ◆ Two recommendation letters
- ◆ Diploma and graduation certificate or expected graduation certificate
- ◆ Academic transcript
- ◆ Certificate of the results of university entrance qualification examinations or other standardized tests
- ◆ Proof of English language proficiency (See Appendix A)
- ◆ (Returnee students) Additional essay questions

3. Pay the application fee

Application fee of JPY 7,000 is to be remitted through either Flywire or domestic bank transfer.

<Payment from outside of Japan>

Please refer to the Flywire user guide for more information.

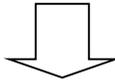
User Guide: http://info.flywire.com/rs/857-SYJ-051/images/PayerGuide_US.pdf

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	YAMANASHI GAKUIN
University Address	2 – 4 – 5 Sakaori, Kofu, YAMANASHI, 400-8575 JAPAN

NOTE: The application fee will not be refunded under any circumstances once the payment is made.



Stage 3: Interview and Document Screening

Screening Method

Applications are evaluated based on a holistic review of all application documents, including the essay (Statement of Purpose), and the interview.

Interview

When an interview is deemed necessary, applicants will be notified at least 2 days prior to the interview. Please make sure to contact the Admissions Office immediately if you find yourself unable to attend the interview on the arranged date.

1. Interview date

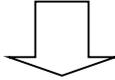
The specific date and time will be arranged after the screening of documents. Applicants will be contacted by e-mail at the address indicated on the online application form.

2. Interview Method

An interview will be conducted by telephone or other online communication methods. A phone call will be made to the applicant's telephone number specified on the online application form. If there is any change to your telephone number due to an address change or other reasons, please make sure to contact the Admissions Office in advance with your updated contact information.

3. Interview Format

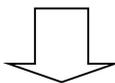
The interview will be conducted in English, and will take approximately 20 minutes.



Stage 4: Announcement of Results

Applicants will be contacted individually by the e-mail registered on the online application form.

NOTE: We do not announce the admissions results on our website or on campus. If there are any changes to your e-mail or mailing address after submitting your application, please make sure to inform the Admissions Office immediately.



Stage 5: Enrollment

1. Fill out the necessary details to apply for your Certificate of Eligibility and upload all required documents (Only for those who require a student visa).
2. Pay the enrollment fee, tuition and other fees by the deadline of your application period.
3. Send the original documents including the application materials.

NOTE: We do not return submitted enrollment documents under any circumstances. Please refer to page 1 for the enrollment deadlines.

[4] Application Documents

Please submit the documents listed below through the online application system. For returnee students, please also refer to page 11. For transfer students, please refer to page 11-12 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.

1. Online application form

2. Statement of purpose

A completed essay of approximately 300 words in English. In the essay, describe the reasons why you want to study at iCLA, what you want to learn in our program, and how you intend to apply what you have learned at iCLA in the future.

3. Two recommendation letters

Please provide 2 recommendation letters from individuals who are familiar with your academic capability. Your recommender will be notified of your request for a recommendation letter by email. Once the recommender accepts your request, (s)he will be able to upload the letter.

4. Diploma and graduation certificate or expected graduation certificate*

Please upload a 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.

5. 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 and each high school you have attended in the past.

[For university students]

Please 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 submit an up-to-date academic transcript from the university, junior college or technical college you are currently attending. Applicants who are currently enrolled in courses at a university, junior college or technical college must submit a certificate of course registration in which the expected number of credits to be received by the end of the current semester is made clear. Please upload the course summary and/or syllabus for each course if available.

6. Certificate of the results of university entrance qualification examinations or other standardized tests*

Read Section [7] (page 7). Please submit the certificate that applies to you.

7. Proof of English language proficiency (For non-native English speakers) *

Please refer to Appendix A (page 13).

NOTE:

Documents must be in Japanese or in English. For documents in other languages, please attach a notarized translation in Japanese or English.

[5] 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.
- ♦ You must submit an original document for all the required application documents. If only one original document is available, you may submit a copy of the document that has been certified by your school. Documents must be in Japanese or English. **For documents in other languages, attach a notarized translation in Japanese or English.**

Education System	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).
Canada	<ul style="list-style-type: none"> • Province of British Columbia: An academic transcript issued by the provincial government that shows the result of the provincial exam. • 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. • 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.
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). If the original Gaokao certificate is not available by the deadline, please submit the official document after your application is completed.
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).
New Zealand	A performance evaluation certificate for the NCEA (National Certificate of Educational Achievement) Level 3.

South Korea	A certificate of results of the College Scholastic Ability Test (CSAT). NOTE: Please attach a copy of the information guide for CSAT.																			
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.																			
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	<table border="1"> <thead> <tr> <th>A Levels (2credits each)</th> <th>AS Levels (1credits each)</th> <th>CI AS Level Global perspectives& Research(9239)</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>0</td> <td>1</td> <td>7 credits</td> </tr> <tr> <td>2</td> <td>2</td> <td>1</td> <td>7 credits</td> </tr> <tr> <td>1</td> <td>4</td> <td>1</td> <td>7 credits</td> </tr> </tbody> </table>			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	
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																			

[6] 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.

[7] 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 592,500	JPY 592,500	JPY 1,185,000
Facility and Equipment fee	JPY 155,000	JPY 155,000	JPY 310,000
Total	JPY 947,500	JPY 747,500	JPY 1,695,000

NOTE: (1) Fees for the 1st semester are to be paid by the specified enrollment deadline.

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

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

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

Room*	JPY 35,000/month
Utilities and Miscellaneous Fees	JPY 12,000/month [water, gas, electricity, internet, maintenance (including common areas)]
Board	JPY 1,800/day (3 meals/day)

* There is a non-refundable cleaning and re-painting fee of 30,000 yen.

NOTE: 1. 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.

[9] 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 31, 2019 for Spring admission, August 31, 2019 for Fall admission. Refund request documents will be emailed upon request. Please contact the Admissions Office for more details.

[10] Scholarship

The iCLA Academic Scholarships are awarded to students who are accepted to the International College of Liberal Arts (Bachelor's program) and entering as a first year student for 2019 Spring and Fall enrollment. 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 download the designated form from our website and read the instruction carefully before submitting an application form. The application form must be uploaded when you apply via the online application system. We do not accept applications submitted by email.

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 Achievements 2. Extracurricular Activities Achievement 3. Financial Needs			
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 or not renewed depending on academic performance.

[11] Returnee Students

Who are returnee students?

In addition to the application eligibility [2] (page 2), if an applicant meets the following criteria, we consider an applicant as a returnee student.

1. Applicants who hold a Japanese passport, dual nationality, permanent residency, or special permanent resident certificate.
2. Applicants who have studied at least 2 years under a foreign education system during their junior to senior high school period (Grade 7-12).

Application Documents

Application documents #1-7 are the same as other international admission categories.

Please also refer to page 6.

1. Application form
2. Statement of purpose
3. Two recommendation letters
4. Diploma and graduation certificate or expected graduation certificate
5. Academic transcript
6. Certificate of the results of university entrance qualification examinations or other standardized tests
7. Proof of English language proficiency (See Appendix A)
8. Additional essay questions (On the online application form)

*Additional essay question is required for all applicants under this category. If you find it difficult to write an essay in Japanese, please contact the Admissions Office. We use this essay to measure your Japanese proficiency level and determine which academic track is most suitable for you.

Essay Questions

Read the passage below and answer the questions.

In some countries, there are laws that prohibit children from working for payment. Yet, in other countries child labor is common. Can work by children be considered useful training, or is it simply exploitation? Please consider the question and give your own views on this.

Q1: Write an essay in Japanese (400-600 characters).

Q2: Summarize your answer to Q1 in English (60-100 words).

[12] 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, 2019 for the Spring entrance, August 31, 2019 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 more than 27 credits by the end of March 2019 for the Spring admission, the end of August 2019 for the Fall admission.
- (3) Applicants are required to demonstrate their English proficiency as outlined in Appendix A to be eligible to take iCLA courses in English.

***Credit Transfer**

Regardless of the school attended, up to 27 credits may be transferrable for students transferring in as a second year student, and up to 60 credits may be 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 “Intermediate Japanese 2” as a graduation requirement. This is currently under review.

Application Documents

Application documents #1-7 are the same as other international admission categories.

Please also refer to page 6.

1. Application form
2. Statement of purpose
3. Two recommendation letters
4. Diploma and graduation certificate
5. Academic transcript(s) (High school and university)
6. Certificate of the results of university entrance qualification examinations or other standardized tests
7. Proof of English language proficiency (See Appendix A) *For non-native English speakers

Notes on Application

- (1) After the documents screening, we will notify the applicants who are not suitable to be admitted as transfer students.
- (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) Transfer students are not eligible to receive iCLA academic scholarships.

Appendix A: Acceptable English Qualifications

Test Name	Minimum requirement	Institution Code
TOEFL (iBT)	76	7601
(PBT)	550	
IELTS Academic Module	5.5	
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	
SAT	Reading and Writing at 520 or above. In addition, essay component 5 out of 8 in each section	
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	
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	
Nigeria	West African Examinations Council (WAEC) Senior School Certificate English C6	
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)	
Accreditation	Minimum requirement	
ACSI	Completion of High School Diploma	
CIS	Completion of High School Diploma	
WASC	Completion of High School Diploma	

Contact Information

Yamanashi Gakuin University
Admissions Office (Nyushi Center)

2-4-5 Sakaori, Kofu, Yamanashi

400-8575 Japan

TEL: +81-55-224-1234 FAX: +81-55-224-1380

E-mail: i.admission@ygu.ac.jp