

## 2024 Nanzan University Screening Procedures for International Student Admissions

— APRIL ENTRY —

### 1. Nanzan University's 3 policies

At Nanzan University, with the motto of “For Human Dignity,” all faculties and departments have a Diploma Policy (covering the conferring of degrees), a Curriculum Policy (covering the content and implementation of educational programs), and an Admissions Policy (covering the enrollment of students). These three policies for all faculties and departments are available on the following webpage:

<https://www.nanzan-u.ac.jp/Menu/hoshin/policy.html> (Only in Japanese)

### 2. Name of department and available places

Department of Policy Studies, Faculty of Policy Studies

A limited number of places are available.

### 3. Applicant qualifications

Applications for admission as an international student to the undergraduate program of Nanzan University shall be accepted subject to the fulfilment of the following conditions:

1. The applicant shall be a foreign national whose education has primarily been undertaken overseas and shall be in possession of a valid passport or other such official travel documentation that will allow entry to Japan subject to the acceptance of an offer of admission to the University or shall already have been granted entry to Japan. One of the following shall also apply:
  - ① As a rule, the applicant shall have completed or shall be expected to have completed twelve years of school education overseas as of 31 March 2024. The applicant who meets either of the following requirements shall be recognized as equivalent to the above:
    - (a) The applicant shall turn the age of 18 by 31 March 2024, and shall have passed the examination to verify academic ability which is set at a level equivalent to that achieved by completing 12 years of formal school education in an overseas country.
    - (b) The applicant who shall, in an overseas country, have completed a course of study of at least 11 years that is recognized by the Minister of Education, Culture, Sports, Science & Technology as being the equivalent to completing the requirements of secondary school education. (\*)
 

(\*) Please be sure to inquire Office of the Center for International Affairs in advance in case your applicant qualification comes under 1①(b).
  - ② The applicant shall be recognized by the University as having fulfilled the equivalent of the conditions set out in ① above.
  - ③ The applicant shall meet any of the following criteria:
    - (a) The applicant shall have obtained the International Baccalaureate Diploma awarded by the International Baccalaureate Organization (IBO) the foundation based on the Swiss Civil Code.
    - (b) The applicant shall have obtained the qualification of Abitur at a level that satisfies university entry requirements in the Federal Republic of Germany.
    - (c) The applicant shall have obtained the qualification of baccalauréat at a level that satisfies university entry requirements in the Republic of France.
    - (d) The applicant shall have passed at least two subjects of the GCE (General Certificate of Education) Advanced level that satisfies university entry requirements in the United Kingdom of Great Britain and Northern Ireland.
2. The applicant shall be studying English at secondary school if not a native speaker of English.

#### 4. Documents for submission

• Check that all of the materials listed below, which are required for admission, are prepared in an appropriate manner. Please send them by registered mail to reach the Office of the Center for International Affairs within the period specified for receipt of materials.

• The University will request the submission of materials that have been left out or are incomplete, but the application will not be accepted if those materials are not submitted by the date stipulated by the University.

- (1) Photograph card, student admissions card. (cf. Form 1)  
N.B. Photographs should have been taken within three months of application, should show the full face and shoulders, and should have the applicant's name and the department applied to clearly indicated on the back. Four identical photographs (4 cm high x 3 cm wide) are required.
- (2) Application form, to be completed by the applicant. (cf. Form 2)
- (3) Certificate of senior high school graduation (or successful completion of equivalent secondary education) or official statement indicating that graduation or successful completion is expected, to have been issued within six months of application.
- (4) A transcript of the applicant's grades for each year of senior high school or the equivalent thereof. Proof that the applicant is currently studying the English language if not a native speaker of English.
- (5) If the applicant has studied Japanese, a transcript of the applicant's grades.
- (6) Financial statement and bank statement. (cf. Form 3)  
\* Please provide proof of capability to pay the cost of studying in Japan, eg. a copy of bank statement or income statement etc. from the person providing financial support. [Minimum balance required in the account: 1.3 million yen]
- (7) Two confidential references written by two different instructors of the applicant's own class subjects at high school, Japanese language school, or current university (including Japanese Language Program). These should comment on the applicant's academic ability (including Japanese ability when relevant) and aptitude to study. (cf. Form 4)
- (8) Two essays on prescribed topics, written in Japanese or English. (cf. Forms 5 & 6)
- (9) Details of extracurricular activities undertaken and documentary evidence in support thereof where an applicant has taken active part in specific extracurricular activities such as volunteer work, internships, speech contests, or individual research projects. (cf. Form 7)
- (10) Copy of passport (a copy of the pages showing your photograph, name and passport number)  
\* Please submit a copy of the documents valid at the time of the examination
- (11) Copy of your residence card (copy of both sides) (only required if you are already in Japan)  
\* Please submit a copy of the documents valid at the time of the examination
- (12) Remittance details for payment of the admission procedures fee.
- (13) The enclosed envelope is for use when returning the student admissions card. The applicant's name and postal address should be filled in and 344 yen worth of stamps should be attached.
- (14) The enclosed address label (for attachment to the letter of notification), with the applicant's name and postal address filled in.

Please note the following:

- \* Documents prepared in any language other than English or Japanese shall be accompanied by an English or Japanese translation certified by an embassy or other such government office.
- \* Documentation submitted during the application process may be used for reference purposes for supervision and guidance after entrance procedures have been completed.

The applicant specified below should submit the following documents together with (1) ~ (14):

- Those who meet admission criteria 1①(a)  
Certificate which verifies a passing grade in the official examination in the country in question.
- Those who meet admission criteria 1③(a)  
A copy of the International Baccalaureate certificate and an academic transcript covering the final examinations for six subjects.
- Those who meet admission criteria 1③(b)  
A copy of your certificate proving your qualification to enter a normal university.
- Those who meet admission criteria 1③(c)  
A copy of the Baccalaureate certificate and an academic transcript.
- Those who meet admission criteria 1③(d)  
Your GCE grades certificate (that verifies that the applicant has passed at least two subjects).
- The applicant who has other certificates for university entrance such as SAT, GCE, etc.  
An original test results  
\* Nanzan University's registration code is 3067 when directly sending SAT score.

In addition to the documents stipulated above, please submit the following, where applicable, for internal reference purposes:

- \* A transcript of the applicant's results in the Examination for Japanese University Admission for International Students (EJU).
- \* Results of any TOEFL or IELTS examinations taken.
- \* A score evaluation certificate for a standardized test for university entrance administered by the government.

## 5. Admissions procedures fee

The fee is 14,000 Japanese yen.

Remittances should be made between Monday, 16 October and Monday, 30 October 2023.

### • For those living inside Japan

(1) Please make the remittance, in the applicant's name, into the bank account specified. (The following are the details to use if the remittance is made from within Japan.)

送り先 Destination account	三菱 UFJ 銀行八事支店 MUFJ Bank, Ltd, Yagoto Branch			
受取人 Account holder	預金種目 Type of Account	普通預金 Savings account	口座番号 (国内専用) Account Number (For remittances within Japan)	1 6 4 9 6 4 6
	口座名 Account name	ガク) ナンザンガクエン 学) 南山学園		

(2) As documents to verify the remittance of your admissions procedures fee, please send the transaction document (a copy is acceptable) or, if it was paid by internet banking, print off a screenshot of the "payment complete" screen and send it with the other application-related documents.

(3) The cost of the remittance is to be paid by the person making the remittance.

(4) Please contact the Office of the Center for International Affairs after you make the payment (intl-office@nanzan-u.ac.jp).

### • For those living outside Japan

(1) Please inquire to the Office of the Center for International Affairs before you pay your admissions procedures fee.

(2) An additional 3,000 yen is required to cover an overseas remittance bank handling fee.

## 6. Period for submission of documents

All necessary documentation must be submitted between Monday, 23 October and Monday, 30 October 2023. (Applications will not be accepted after 30 October.)

(1) Documentation shall be sent by registered mail addressed to Office of the Center for International Affairs at Nanzan University.

(2) Please note that any documents sent to the University will not be returned.

## 7. Screening procedures

The screening will be based upon the documents submitted (essays and other documents for submission) at the time of application.

## 8. Announcement of results

(1) A list of the examination registration numbers of successful applicants shall be posted to the Nanzan University main Japanese Web site from 13:00 Japan Standard Time (GMT +0900) on Friday, 1 December 2023 (follow the links from the Japanese home page via <https://www.nanzan-u.ac.jp>).

(2) Notification of results shall be sent by post to the applicant on the day of the announcement of results as indicated in (1) above.

(3) Nanzan University is not in a position to respond to direct inquiries regarding entrance examination results as a matter of policy.

## 9. Admissions procedures

(1) The period for the carrying out of admissions procedures is from Friday, 8 December to Thursday, 14 December 2023. (Mail must be postmarked no later than 15 December.)

(2) Documents required for admissions procedures shall be enclosed with the letters of notification sent out on Friday, 1 December 2023.

(3) Please note carefully that unless the necessary procedures are completed during this period, qualification for admission to the University shall be forfeited.

(4) Student fees for 2024 are as follows:

Undergraduates	At time of enrollment	Fall Semester	Total
Policy studies	745,000 yen *1 (Including the enrollment fee of 250,000 yen)	495,000 yen *1	1,240,000 yen

\*1 In addition to what is indicated on the chart above, there is also student insurance, the Kōenkai enrollment fee and membership semester fee plus various costs related to the Alumni Association to be paid. Please refer to the “Enrollment Guidelines” provided for successful applicants to confirm the specific amounts to be paid.

### Notes

1. The level of student fees to be paid for and beyond the 2025 academic year is subject to change.
2. Tuition fees and education enhancement fees are subject to a 50% reduction in the case of international students recognized by the University as being self-financed or as having an affiliation with a Catholic monastic institution or similar institution. If you are eligible, please submit the necessary documentation at the time of the admissions procedure.
3. Once paid, the enrolment fee will not be returned. If, due to circumstances beyond your control, you withdraw your enrolment application after the procedure is complete, and you submit a written request for the return of fees in your name as the applicant and your guarantor no later than Sunday, 31 March 2024, of the payment made, other than the enrolment fee the tuition fees and the education enhancement payment etc. will be returned. For details, please check the Guide to Enrollment Procedures on the Website.
4. Applicants residing overseas who will pay student fees from outside Japan are required to pay 3,000 yen as an overseas remittance bank handling fee.

## 10. Disclosure of Examination Grades

Examinees' personal information shall only be disclosed when the person in question requests that this happen.

- (1) Information to be disclosed:  
Points scored in the essays and the documents.
- (2) Period for disclosure requests:  
Monday, April 1 to Tuesday, May 7, 2024  
(Disclosure requests postmarked on May 7 will be accepted.)
- (3) How to make disclosure requests:  
To make a disclosure request, please send the necessary documents, your examinee card, and a 500-yen postal order as the grade disclosure fee to the Admissions Office in the Division of Academic Affairs. Please also refer to the information on the University website.  
<https://www.nanzan-u.ac.jp/admission>  
※For those living outside Japan, please ask the Admissions Office in the Division of Academic Affairs for the payment procedure of grade disclosure fee.
- (4) Method of disclosure  
By regular mail (in early June 2024).

## 11. Handling of personal information

The name, address, and other personal information provided at the time of application to enroll will be used in the implementation of entrance examinations, announcement of success in acceptance, enrollment procedures and other relevant matters, plus as reference material for guidance after enrollment.

Some of these will be carried out by companies contracted by Nanzan University (hereafter referred to as contractors) to fulfil these duties. All or part of the personal information that you have provided will be forwarded to the contractors to allow them to fulfil their duties.

Personal information data that has been statistically processed so as to prevent identification of the individual will be used as survey and research material designed to assist selection of students for enrollment by the University.

Thank you for your understanding.