

【Foreign students】 Application Materials and Schedule

1. Period for application submissions

Reception time: 9:00am to 5:00pm except for Saturday and Sunday

Spring Semester	【First term】 Monday, November 14 to Thursday, November 24, 2022 Those who do not have a visa or residence card valid to February 2023
	【Middle term】 Monday, January 23 to Friday, February 3, 2023 Those who have a residence card valid in March to June 2023
	【Final term】 Wednesday, March 1 to Friday, March 10, 2023 Those who have a residence card valid in July 2023 or beyond
Autumn Semester	【First term】 Monday, May 15 to Wednesday, May 24, 2023 Those who do not have a visa or residence card valid to September 2023
	【Middle term】 Thursday, June 15 to Friday, June 23, 2023 Those who have a residence card valid in October to November 2023
	【Final term】 Wednesday, August 23 to Tuesday, August 29, 2023 Those who have a residence card valid in December 2023 or beyond

2. Application Materials

※ **Please submit the following documents at the reception counter or send them by mail. If you plan to send them please contact us before doing so. Applicants living abroad may submit these materials through their Nanzan University academic supervisor.**

※ **Please note that application materials will not be returned once submitted.**

- Those continuing means research students enrolled by March 31, 2023 for the Spring Semester, or by September 15, 2023 for the Autumn Semester. Those who leave the period of enrollment empty will not be included as continuing research students.

1. Application form	▪ Write your reason for application in detail on the prescribed form.	
2. Personal statement	▪ Write on the prescribed form.	
3. Written oath	▪ Write on the prescribed form.	
4. Photograph card	▪ Paste a photograph taken within three months of application.	No need as for those continuing (only the Autumn Semester)
5. Academic transcript of final school [original]	▪ In Japanese or English ▪ Must be issued within one year of the date of application.	No need for those continuing
6. Certificate of graduation from final school [original]	▪ In Japanese or English ▪ A provisional certificate for graduation if still currently enrolled. ▪ Must be issued within one year of the date of application.	
7. Written consent from your supervisor	▪ Must have the signature and stamp of your manager (only for people working full-time or students enrolled in other schools).	
8. Application fee payment	▪ Purchase certificate stamp (5,000 yen) at the Academic Affairs Office at Nanzan University or transfer 5,000 yen.	
9. Exemption form and certificate [original]	▪ Priests, theological students and monks must submit an exemption form in order for payment to be exempted.	No need for those continuing (only the Autumn Semester)

10. Passport ※ 1	▪ Copy of your passport
11. Plan of research	▪ Write your research plan on the prescribed form.
12. Certificate of residence [original] ※ 1	▪ Residents of Japan only
13. Japanese residence card ※ 1	▪ Copy of your residence card
14. Certificate of Japanese language ability	▪ Only those who possess this certificate

※ 1 If you have a residence status other than “study abroad” you should submit a copy of your passport and residence card.

Prerequisites for research in Japanese are as follows:

Certificate of Japanese Language Proficiency Level 1 (or N1) or academic transcript from the Examination for Japanese University Admission for International Students	▪ Except for graduates of Nanzan University or those expected to graduate from Nanzan and Government-sponsored international students.
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3. Payment

1) Payment for research study

Faculty : 75,000 yen (1 year) / 37,500 yen (half year)

Graduate program : Sciences and Engineering 65,400 yen (1 year) / 32,700 yen (half year)

Other than Sciences and Engineering 57,400 yen (1 year) / 28,700 yen (half year)

2) Schedule of payment

Spring Semester	【First term】 Wednesday, December 7 to Tuesday, December 13, 2022
	【Middle term】 Thursday, February 23 to Wednesday, March 1, 2023
	【Final term】 Monday, March 27 to Friday, March 31, 2023
Autumn Semester	【First term】 Monday, June 12 to Friday, June 16, 2023
	【Middle term】 Wednesday, July 5 to Tuesday, July 11, 2023
	【Final term】 Monday, September 11 to Thursday, September 14, 2023

※ Payment cannot be returned once it is transferred. If there is no payment by the deadline, the application will be declined.

※ Further details will be provided if you wish to pay from overseas.

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