

【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】Friday, November 10 to Monday, November 20, 2023 ①Those who do not have a visa ②Those who have a residence card valid to March 2024 ③Those who have a residence card valid to April 1 or beyond
	【Middle term】 Friday, January 26 to Tuesday, February 6, 2024 ①Those who have a residence card valid to April 2024 ②Those who have a residence card valid to May 1 2024 or beyond
	【Final term】Monday, February 26 to , Friday March 8, 2024 Those who have a residence card valid to May 1 2024 or beyond
Autumn Semester	【First term】 Friday, May 17 to Monday, May 27, 2024 ①Those who do not have a visa ②Those who have a residence card valid to September 14 2024 ③Those who have a residence card valid to September 15 2024 or beyond
	【Middle term】 Friday, June 7 to Monday, June 17, 2024 ①Those who have a residence card valid to October 14 2024 ②Those who have a residence card valid to October 15 2024 or beyond
	【Final term】Wednesday, August 21 to Tuesday, August 27, 2024 Those who have a residence card valid to October 15 2024 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, 2024 for the Spring Semester, or by September 15, 2024 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. Certificate of residence [original] ※ 1	•Residents of Japan only
11. Japanese residence card ※ 1	• Copy of your residence card
12. Passport ※1	• Copy of your passport
13. Plan of research	•Write your research plan on the prescribed form.
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.
---	--

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】 Tuesday, December 5 to Tuesday, December 12, 2023
	【Middle term】 Thursday, February 29 to Thursday, March 7, 2024
	【Final term】 Monday, March 25 to Friday, March 29, 2024
Autumn Semester	【First term】 Tuesday, June 11 to Tuesday, June 18, 2024
	【Middle term】 Monday, July 8 to Monday, July 15, 2024
	【Final term】 Monday, September 9 to Thursday, September 12, 2024

※ 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.