

CJS Online Application Step-By-Step Instructions

Step1 1.Register your basic information

The screenshot shows a progress bar at the top with five steps: 'Select Admission Application System' (highlighted in dark grey), 'Application Period', 'Complete Profile', 'Profile Confirmation', and 'Application Code Provided'. Below the progress bar is a blue 'Next' button. The main content area has a header 'Select Admission Application System' and a list of options. The option 'Online Application for Center for Japanese Studies' is highlighted in orange and enclosed in a red rectangular box. Below the list is another blue 'Next' button.

Select "Online Application for Center for Japanese Studies"

The screenshot shows the 'Application Period' step. The header is 'Application Period'. Below it are three options: 'Summer Japanese Program', 'Fall Semester', and 'Spring Semester'. The 'Spring Semester' option is highlighted in orange and enclosed in a red rectangular box. Below the options is a red warning message: '* Application Deadline is 2020/08/31 23:59:59, Japan Standard Time 0 days 00:00:00 left before the deadline'. At the bottom, there are two input fields: 'IJP' with a 'Choose' button and 'MJP' with a 'Choose' button. At the very bottom are 'Back' and 'Next' buttons.

Select Semester (Fall or Spring) or Summer Japanese Program.

Step1 1.Register your basic information

Application Period

> Summer Japanese Program

> Fall Semester

Spring Semester

* Application Deadline is 2020/08/31 23:59:59, Japan Standard Time 0 days 00:00:00 left before the deadline

IJP Choose MJP Delete

Back Next

Select program name, IJP or MJP for Fall and Spring semester.

Complete your Profile

Please enter the required information on the form below. **Req.** is required.

Basic Information

Name in Alphabet: Family name Nanzan (HALF WIDTH) *Optional; **Req.** Given name Taro (HALF WIDTH); Middle name (HALF WIDTH) *Optional. Please enter your name as written in your passport.

Date of Birth: **Req.** 2000 Year 1 Month 1 Day

Sex: **Req.** Male Female

E-mail: **Req.** cjs-office@ic.nanzan-u.ac.jp (HALF WIDTH) Send E-mail for Confirmation; Please enter again. cjs-office@ic.nanzan-u.ac.jp x

Email Receipt Confirmation Code: **Req.** (HALF WIDTH). Please click the "Send E-mail for Confirmation" button and enter the Confirmation Code written in the email.

Hit here

Fill out Name , Date of Birth, Sex and Email address, and hit "Send E-mail for Confirmation" to receive a code.

<Note>
Fill out Family name, Given name and Middle name written on your passport.

Step1 1.Register your basic information

Thank you for making sure if you can receive email from us.
Please enter the Confirmation Code to confirm that you have received this email.

[Confirmation Code] 8673

We will be sending all future messages to the following:

- Registration Completion: Notice of success (within 2 hours after your payment)
- Payment Confirmation: Notice to confirm (within 2 hours after your payment)

※This is an automated message.
Please do not reply.

※Please discard this message if you have no relation to the content.

受信確認をして頂きありがとうございます。
本メールに記載されているメール受信確認コードを出願画面に入力してください。
【メール受信確認コード】 8673

今後このメールアドレス宛にメールをお送りします。

- 出願情報登録完了メール：出願情報登録完了後に登録のお知らせ
- 入金確認メール：決済後に入金のお知らせ（遅くとも2時間以内）

※このメールは、送信専用のメールアドレスから送信しております。
このメールへの返信はしないでください。

※メールに心当たりが無い場合は、恐れ入りますが破棄して頂けますようお願い致します。

Check the Confirmation Code

Check out the message sent to the registered e-mail address.

If you did not received the message to the address, your address might have been wrong. In the case, go back to the beginning.

Step1 2.Receive a confirmation email

Complete your Profile

Please enter the required information on the form below. **Req.** is required.

Basic Information

Name in Alphabet
Family name (HALF WIDTH) *Optional
Req. Given name (HALF WIDTH)
Middle name (HALF WIDTH) *Optional
Please enter your name as written in your passport.

Date of Birth **Req.** Year Month Day

Sex **Req.** Male Female

E-mail **Req.** (HALF WIDTH)
Please enter again.

Email Receipt Confirmation Code **Req.** (HALF WIDTH)
Please click the "Send E-mail for Confirmation" button and enter the Confirmation Code written in the email.

Home Institution

Area

Country

University Name

The Name of the Institution One/Two-byte Character

Category

Category **Req.**

After confirming the Confirmation Code, go back to the online application system, and continue to enter the information.

Fill out the information and hit "Next" on the bottom to go to the

Select the institution you're currently belonged to or you graduated. If the name does not appear, select "others" and mention the institution name in "The Name of Institution".

Make sure your category with your exchange coordinator or organization. If you are not an exchange, select "Self Financed".

Hit here

Step1 2.Receive a confirmation email

Profile Confirmation

Application Fee ¥10,000

Adm
5,)

Self Financed students : ¥10,000
Other category students : ¥ 0

Application Information

Spring Semester MJP

Basic Information

Name in Alphabet NANZAN Taro

Date of Birth Req. January 01, 2000

Sex Req. Male

E-mail Req. cjs-office@ic.nanzan-u.ac.jp

Home Institution

Area Asia

Country Japan

University Name Others

The Name of the Institution CJS University

Category

Category Req. Self Financed

Review all of the above information provided.
Click "Back" for any correction.
After confirmation, click "Register" to proceed

Hit here

Back Register

Make sure the information is correct, and hit "Register" button.
You cannot change the basic information after registration completed.

Step1 2.Receive a confirmation email

You have successfully registered your information.

To complete your application, please continue until you have completed your Application Fee Payment.
Please note the following information to proceed with your application.

Application ID	2021SA013
Security Code	1277

Continue to Complete Application →

Application ID and Security Code show up on the screen.
Keep the information to go to the next step.

Thank you for your pre-registration for the online application for CJS, Nanzan University.
Your Application ID is as follows:
インターネット出願につきまして、以下の内容にて
出願情報登録を完了いたしましたのでお知らせいたします。

oApplication ID: 2021FA015
oSecurity Code: 7725
o整理番号: 2021FA015
oセキュリティコード: 7725

In order to complete your application, please follow the link below:
出願はまだ完了しておりません。続いて下記URLより出願手続を完了してください。
English :
日本語 :

*This is an automated message.
※このメールは、送信専用のメールアドレスから送信しております。
Please do not reply.
このメールへの返信はしないでください。

Center for Japanese Studies, Nanzan University
18 Yamazato-cho, Showa-ku, Nagoya 466-8673 Japan.
Phone: +81-52-832-3123
Email: sample@example.com
(for submitting LoR or forms: cjs-forms@ic.nanzan-u.ac.jp)

南山大学国際センター事務局 外国人留学生別科
〒466-8673 名古屋市昭和区山里町 18
Phone: +81-52-832-3123
Email: sample@example.com
(推薦状等の提出先は cjs-forms@ic.nanzan-u.ac.jp)

Check out the email and make sure the registration confirmation mail has been received.
Click the link included in the mail to go to the next step.

Step2_1.Log in and check To Dos

Confirm Application

Fill out the following and click "Next".

Name in Alphabet	Family name	<input type="text" value="Nanzan"/>	Given name	<input type="text" value="Taro"/>	(HALF WIDTH)	
Date of Birth	<input type="text" value="2000"/>	Year	<input type="text" value="1"/>	Month	<input type="text" value="1"/>	Day
Application ID	<input type="text" value="2021SA013"/>	(HALF WIDTH)				
Security Code	<input type="text" value="1277"/>	(HALF WIDTH)				

Click [here](#) if you do not remember your Application ID / Security Code.

Click the link included in the register confirmation email and enter the information to log in to the online application.

Make sure that Name and Date of Birth should match the one you registered in Step 1.

Enter the Application ID and Security Code sent to

Hit "Next"

Procedures to Complete Application

Name in Alphabet : NANZAN Taro
Date of Birth : January 01, 2000
Application ID : 2021SA013
Security Code : 1277

Spring Semester (MJP) Admission Announcement 2020/10/10
* Application Deadline is 2020/09/27 23:59:59, Japan Standard Time **0 days 00:00:00 Left**
※Application deadline has passed

To Do		
■ Complete Admission Application Format	Incomplete	<input type="button" value="Admission Application"/>
■ Download Forms	Incomplete	<input type="button" value="Download Forms"/>
■ Upload Forms	Incomplete	<input type="button" value="Upload Forms"/>
■ Upload ID Photo	Incomplete	<input type="button" value="Upload ID Photo"/>

Check "To Do"s and start working on them.

(1) Admission Application Fortmat

Enter your academic information, housing, financial information etc. Follow Step2-2. Application Form explanation.

(2) Download Forms

Essay, Japanese Language Information and CoE forms are available here. Download all the files and fill out. Follow Step2-3.Download Files explanation.

(3) Upload Forms

Upload filled out Essay, Jlanese Language Information and CoE from here. Follow Step 2-4 Upload Forms explanation.

(4) Upload ID photo

Upload your ID photo taken within 6 months. Follow Step 2-5. Upload ID photo explanation.

Step2_2.Application Form

Procedures to Complete Application

Name in Alphabet : NANZAN Taro
Date of Birth : January 01, 2000
Application ID : 2021SA013
Security Code : 1277

Spring Semester (MJP) Admission Announcement 2020/10/10
* Application Deadline is 2020/09/27 23:59:59, Japan Standard Time **0 days 00:00:00 Left**
※Application deadline has passed

To Do

■ Complete Admission Application Format	Incomplete	Admission Application
■ Download Forms	Incomplete	Download Forms
■ Upload Forms	Incomplete	Upload Forms
■ Upload ID Photo	Incomplete	Upload ID Photo

Click Admission Application

Step2_2.Application Form

Complete Admission Application Format

Please enter the required information on the form below. **Req.** is required.

Basic Information

Family name (HALF WIDTH) *Optional

Name in Alphabet **Req.** Given name (HALF WIDTH)

Middle name (HALF WIDTH) *Optional

Please enter your name as written in your passport.

Date of Birth **Req.** Year Month Day

Sex **Req.** Male Female

E-mail **Req.** (HALF WIDTH)

Home Institution

Area

Country

University Name

The Name of the Institution One/Two-byte Character

Category

Category

English Certificate

English Certificate **Req.**

For those who select "Other", your English proficiency is proved with an official transcript issued by an Institution where you belong recently and basically all classes are conducted in English.

Name in Kanji

Full Name in Kanji Last Name First Name (FULL WIDTH)

Course

Course **Req.**

Make sure the registered information is correct.

MJP applicants are required to show English ability as entrance requirement. If you select IELTS and TOEFL iBT, upload the score certificate.

Reference of Japanese Class level

Intensive Japanese Program	Modern Japan Program	Achieved Level		
		CEFR	OPI	JLPT
Intensive Japanese V		B 2.1 - B 2.2	Advance Low ~ Advanced Mid	N1
Intensive Japanese IV		B 1.2 - B 2.1	Intermediate High	N2
Intensive Japanese III		A 2.2 - B 1.1	Intermediate Mid	N3
Intensive Japanese II	Fundamental Japanese IV	A 2.2	Intermediate Low ~ Intermediate Mid	
	Fundamental Japanese III	A 2.1	Novice High ~ Intermediate Low	N4
Intensive Japanese I	Fundamental Japanese II	A 1.3	Novice ~ Mid	
	Fundamental Japanese I	A 1.1	Novice Low ~ Mid	N5

Select your Japanese level, but your final Japanese class level will be decided based on the results of placement tests.

IJP applicants : Intensive Japanese I ~ V

MJP applicants: Fundatental Japanese I~IV

Step2_2.Application Form

<p>Period of Study at CJS</p> <p>Period of Study at CJS Req. <input type="text" value="Spring Semester only"/></p>	<p>Select study period. Spring semester applicants can select only one semester.</p>
<p>Plans after Completion of the CJS Program</p> <p>Plans after Completion of the CJS Program Req. <input type="text" value="Return to the Home Country"/></p> <p>Other (Please Specify) <input type="text"/> One/Two-byte Character</p>	<p>Select your plan after completing the CJS program.</p>
<p>Have you ever studied at CJS?</p> <p>Have you ever studied at CJS? Req. <input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>Select "YES " if you have studied at CJS before</p>
<p>Nationality & Native Language</p> <p>Area Req. <input type="text" value="Asia"/></p> <p>Country Req. <input type="text" value="Japan"/></p> <p>Other <input type="text"/> One/Two-byte Character</p> <p>Native Language Req. <input type="text" value="Japanese"/> One/Two-byte Character</p>	<p>Select your nationality written on your passport. If you're a dual nationality holder, please contact to the CJS Office.</p>

Step2_2.Application Form

Place of Birth & Current Status

Country **Req.** One/Two-byte Character

City or State One/Two-byte Character

Current Status **Req.** ▾

Other (Please Specify) One/Two-byte Character

Fill out information written on your passport .

Current Address

Area **Req.** ▾

Country **Req.** ▾

Other One/Two-byte Character

Postcode **Req.** (HALF WIDTH)

Residence Name etc. One/Two-byte Character

Street Address **Req.** One/Two-byte Character

City or State **Req.** One/Two-byte Character

City / Municipality One/Two-byte Character

Country Code **Req.** + (HALF WIDTH)

Phone Number Phone Number **Req.** (HALF WIDTH)

Fill out your complete address

Step2_2.Application Form

Address for Mailing Your CoE

Address Confirmation Req. No Yes
 Is the address the same in early December?

Area

Country

Other One/Two-byte Character

Postcode (HALF WIDTH)

Residence Name etc. One/Two-byte Character

Street Address One/Two-byte Character

City or State One/Two-byte Character

City / Municipality One/Two-byte Character

Country Code + (HALF WIDTH)

Phone Number (HALF WIDTH)

Resident Status in Japan

Resident Status in Japan

Other (Please Specify) One/Two-byte Character

If the address to send your Certificate of Eligibility (CoE) is the same above, mark on "YES".

If you plan to move out when receiving CoE, fill out the new address here.

Enrollment Semester	Expecting time of receiving CoE
Fall Semester	Mid of July
Spring Semester	Mid of Decemeber

Select "Student" except you live in Japan currently.

Step2_2.Application Form

Education (from the most recent education record in order)

#Education 1

Name of Institution **Req.** One/Two-byte Character

Country One/Two-byte Character

State/City etc. One/Two-byte Character

Year (From) ▾

Month (From) ▾

Year (To) ▾

Month (To) ▾

#Education 2

Name of Institution One/Two-byte Character

Country One/Two-byte Character

State/City etc. One/Two-byte Character

Year (From) ▾

Month (From) ▾

Year (To) ▾

Month (To) ▾

Name of Institution One/Two-byte Character

Country One/Two-byte Character

State/City etc. One/Two-byte Character

#Education 3

Country One/Two-byte Character

State/City etc. One/Two-byte Character

Year (From) ▾

Month (From) ▾

Year (To) ▾

Month (To) ▾

Education Total Years of Education **Req.** (HALF WIDTH)

Fill out your Educational background in the following way:

Education 1	University / High School you're currently enrolled in or you graduated
Education 2	High School / Junior High School you graduated
Education 3	Elementary School you graduate

Fill in "Expecting " graduateion year and month.

Fill in the total years of education from elementary school to the currently enrolled year. This should be over 12 years.

For instance, if you attend in the third year at the U.S. universiy as of today, the total will be 15 (years). (including 12 years of education from Primary to Secondary school)

Step2_2.Application Form

Major	
Major (s) Req.	<input type="text" value="Japanese"/> One/Two-byte Character If you don't have, please fill in "none."
Minor (s)	<input type="text"/> One/Two-byte Character
Degree Acquired / Expected	
Degree Acquired / Expected Req.	<input type="text" value="Bachelor"/>
Name of Institution Req.	<input type="text" value="CJS University"/> One/Two-byte Character
Year Req.	<input type="text" value="2022"/>
Month Req.	<input type="text" value="3"/>
Education in Japan	
Whether You Had Education in Japan or Not Req.	<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of Institution	<input type="text"/> One/Two-byte Character
Campus, Location	<input type="text"/> One/Two-byte Character
Year (From)	<input type="text" value="Please select"/>
Month (From)	<input type="text" value="Please select"/>
Year (To)	<input type="text" value="Please select"/>
Month (To)	<input type="text" value="Please select"/>
Work Experience	
Name of Employer	<input type="text"/> One/Two-byte Character
Country	<input type="text"/> One/Two-byte Character
State/City etc.	<input type="text"/> One/Two-byte Character
Position	<input type="text"/> One/Two-byte Character
Job Category	<input type="text"/> One/Two-byte Character
Year (From)	<input type="text" value="Please select"/>
Month (From)	<input type="text" value="Please select"/>
Year (To)	<input type="text" value="Please select"/>
Month (To)	<input type="text" value="Please select"/>

Fill in your Major and Minor (if you have)

If you're currently studying in Bachelor, Master, Doctor Degree, select your expected degree acquired Year/Month. If you have already acquired Degree and do not belong to any educational institutions, mention your final Degree acquired Year/Month.

If you have experience studying in Japan, select YES here

Step2_2.Application Form

Enter the details of how you will manage expenses during your study at CJS.

Amount of Support to be Covered by Applicant	JPY	<input type="text" value="1000000"/>	(HALF WIDTH)
Current Bank Balance of Applicant	JPY	<input type="text" value="2000000"/>	(HALF WIDTH)
Amount of Support to be Covered by Parents	JPY	<input type="text" value="400000"/>	(HALF WIDTH)
Current Bank Balance of Parents	JPY	<input type="text" value="6000000"/>	(HALF WIDTH)
Other (Please Specify)	JPY	<input type="text"/>	(HALF WIDTH)
Relationship		<input type="text"/>	One/Two-byte Character
	JPY	<input type="text"/>	(HALF WIDTH)
Name of Scholarship		<input type="text"/>	One/Two-byte Character
Type of Scholarship		<input type="text" value="Please select"/>	
Other (Please Specify)		<input type="text"/>	One/Two-byte Character

This information should match with your Certificate of Eligibility (CoE) financial information.

If you will receive scholarships or rent a loan to cover your payment in Japan, please submit the evidence to the CJS Office.

Step2_2.Application Form

Select your accommodation preferences. Please note that your preference cannot be guaranteed despite our best effort.

Accommodation Preferences **Req.**

Reasons for Accommodation Preferences **Req.**

One/Two-byte Character

Information on the Person Assisting Your Housing Arrangement

Name One/Two-byte Character

Relationship One/Two-byte Character

Address One/Two-byte Character

Country Code + (HALF WIDTH)

Phone Number (HALF WIDTH)

E-mail (HALF WIDTH)

About Yourself

Character/Personality **Req.**

Interests and Likes & Dislikes **Req.**

One/Two-byte Character

You can select the type of accommodation. Based on your choice here, we will arrange your residence. If you arrange it on your own or live in Japan already, select self-arranged.

We'll consider this section when making housing arrangement

Step2_2.Application Form

Family Members & Pets		
#Family Member 1	Name	<input type="text" value="Samurai"/> One/Two-byte Character
	Age	<input type="text" value="49"/> (HALF WIDTH)
	Relationship	<input type="text" value="Father"/> One/Two-byte Character
	Occupation	<input type="text" value="Teacher"/> One/Two-byte Character
#Family Member 2	Name	<input type="text" value="Hanako"/> One/Two-byte Character
	Age	<input type="text" value="48"/> (HALF WIDTH)
	Relationship	<input type="text" value="Mother"/> One/Two-byte Character
	Occupation	<input type="text" value="Teacher"/> One/Two-byte Character
#Family Member 3	Name	<input type="text" value="Jiro"/> One/Two-byte Character
	Age	<input type="text" value="25"/> (HALF WIDTH)
	Relationship	<input type="text" value="Brother"/> One/Two-byte Character
	Occupation	<input type="text" value="Teacher"/> One/Two-byte Character
	Name	<input type="text"/> One/Two-byte Character

This is not required section, but fill out information

Step2_2.Application Form

Preferences

Yes No Don't Mind

Prefer to Live at Home with Children Aged 6 or Younger

Comments

Character

One/Two-byte

Yes No Don't Mind

Able to Live at Home with Pets

Comments

Character

One/Two-byte

Req. Yes No

I smoke.

Comments

Character

One/Two-byte

Yes No

I can ride a bicycle.

Comments

Character

One/Two-byte

Depending on your selection, required section will vary. If you need special care, fill it out specifically in comments.

Step2_2.Application Form

Dietary Restriction

Beef Req. Eat Cannot Eat
Reasons:

Pork Req. Eat Cannot Eat
Reasons:

Chicken Req. Eat Cannot Eat
Reasons:

Egg Req. Eat Cannot Eat
Reasons:

Milk Req. Eat Cannot Eat
Reasons:

Shellfish Req. Eat Cannot Eat
Reasons:

Seafood Req. Eat Cannot Eat
Reasons:

Nuts Req. Eat Cannot Eat
Reasons:

Wheat Req. Eat Cannot Eat
Reasons:

Soba Req. Eat Cannot Eat
Reasons:

Other (Please Specify) Req.
One/Two-byte Character
If you do not have any allergy other than stated above, please enter "none" in the box.

Describe your allergic reaction to the specific ingredients. Req.
One/Two-byte Character
If you do not have any allergy other than stated above, please enter "none" in the box.

This information is used for housing arrangement. If you need special care, fill out specifically.

Step2_2.Application Form

Height & Weight

Height (cm) (HALF WIDTH)

Weight (kg) (HALF WIDTH)

Pre-Existing Conditions

Tuberculosis **Req.**

Asthma **Req.**

Psychological Disorder **Req.**

Depression **Req.**

Diabetes **Req.**

Kidney Disease **Req.**

Heart Disease **Req.**

Other (Please Specify the Name of the Disease) One/Two-byte Character

Other (Please Specify)

Medication

Do you take any medication regularly? **Req.** Yes No

Name of the Medication One/Two-byte Character

Necessity of Special Support

Do you need any special support from us during your stay at this program? **Req.** Yes No

Comments One/Two-byte Character

Religion

Religion **Req.** One/Two-byte Character
If you do not have any religion, please enter "none" in the box.

[Go back to the Application List](#) [Register](#)

If your taking medication, fill out the name exactly.

If you need support including in private and academic setting, indicate specifically what you need.

Step2_2.Application Form

Procedures to Complete Application

Name in Alphabet : NANZAN Taro
Date of Birth : January 01, 2000
Application ID : 2021SA013
Security Code : 1277

Spring Semester (MJP) Admission Announcement 2020/10/10
* Application Deadline is 2020/09/27 23:59:59, Japan Standard Time **0 days 00:00:00 Left**
※Application deadline has passed

To Do

■ Complete Admission Application Format	Complete	Admission Application
■ Download Forms	Incomplete	Download Forms
■ Upload Forms	Incomplete	Upload Forms
■ Upload ID Photo	Incomplete	Upload ID Photo

Application Fee Payment **Please note that the application fee will not be refunded under any circumstances.**

■ Pay the Examination Fee	Payment Deadline 2020/09/27 23:59:59	Incomplete	Out of date
---------------------------	---	------------	-------------

Submission *** To complete your application, please click this button.**

■ Submit	Incomplete	Submit
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[Log out](#)

When you finished the process,
its status will become "Complete"

Go To Step2_3. Download Forms ►

Sheet2_3.Download Forms

Procedures to Complete Application

Name in Alphabet : NANZAN Taro
Date of Birth : January 01, 2000
Application ID : 2021SA013
Security Code : 1277

Spring Semester (MJP) Admission Announcement 2020/10/10
* Application Deadline is 2020/09/27 23:59:59, Japan Standard Time **0 days 00:00:00 Left**
※Application deadline has passed

To Do

■ Complete Admission Application Format	Complete	Admission Application
■ Download Forms	Incomplete	Download Forms
■ Upload Forms	Incomplete	Upload Forms
■ Upload ID Photo	Incomplete	Upload ID Photo

Application Fee Payment **Please note that the application fee will not be refunded under any circumstances.**

■ Pay the Examination Fee	Payment Deadline 2020/09/27 23:59:59	Incomplete	Out of date
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Submission *** To complete your application, please click this button.**

■ Submit	Incomplete	Submit
----------	------------	------------------------

[Log out](#)

Click Download Forms

Sheet2_3.Download Forms

Application Form CJS 2021 Spring Semester (MJP) 2021年春学期 (MJP) 南山大学外国人留学生入学志願書					
Application ID 申請番号	2021SA013				
Name 氏名	NANZAN, Taro 南山太郎	Sex 性別	Male 男		
Current Status 身分	Student 学生	Date of Birth 生年月日	2000/01/01	Age 年齢	20
Email メールアドレス	cjs-office@ic.nanzan-u.ac.jp				
Home University 所属大学	Others その他 CJS University				
Category 区分	Self Financed	Period of Study 在学期間	Spring Semester only 春学期のみ	One Semester 半年間	
Course コース	Fundamental Japanese III		Participation in Program プログラム参加	***	
Citizenship 国籍	Japan 日本国	Native Language 母語	Japanese		
Place of Birth 出生地	Japan Nagoya				
Current Address 現住所	CJS Tower 18 Yamazato Cho showaku Nagoya Aichi 4660213 Japan 日本国				
Phone Number 電話番号	+81-82-832-3123				
Scholarship #1 奨学金	Amount 金額				yen 円
Scholarship #2 奨学金	Amount 金額				yen 円
Scholarship #3 奨学金	Amount 金額				yen 円
Visa Status 在留資格	Student 学生	Plan after CJS 外国人留学生入学者の帰国計画	Return to the Home Country 帰国		

1 / 2

Accommodation Information CJS 2021 Spring Semester 2021年春学期 南山大学外国人留学生入学者 宿舎・健康情報						
Application ID 申請番号	2021SA013					
Name 氏名	NANZAN, Taro 南山太郎	Sex 性別	Male 男			
Current Status 身分	Student 学生	Date of Birth 生年月日	2000/01/01	Age 年齢	20	
Email メールアドレス	cjs-office@ic.nanzan-u.ac.jp					
Home University 所属大学	Others その他 CJS University					
Category 区分	Self Financed	Period of Study 在学期間	Spring Semester only 春学期のみ	One Semester 半年間		
Course コース	Fundamental Japanese III		Height 身長	155cm	Weight 体重	50kg
Citizenship 国籍	Japan 日本国	Religion 宗教	Catholic			
Phone Number 電話番号	+81-82-832-3123					
Preference for Accommodation 希望の宿舎	Dormitory 寮					
Reason for Preference 希望理由	I like it...					
Self-financing Management 自費管理	Name 氏名					
Address 住所						
Email メールアドレス						
Phone Number 電話番号						

1 / 4

Filled out Application forms are downloaded. Keep this PDF files until your enrollment.

Sheet2_3.Download Forms

Procedures to Complete Application

Name in Alphabet : NANZAN Taro
Date of Birth : January 01, 2000
Application ID : 2021SA013
Security Code : 1277

Spring Semester (MJP) Admission Announcement 2020/10/10
* Application Deadline is 2020/09/27 23:59:59, Japan Standard Time **0 days 00:00:00 Left**
※Application deadline has passed

To Do

■ Complete Admission Application Format	Complete	Admission Application
■ Download Forms	Complete	Download Forms
■ Upload Forms	Incomplete	Upload Forms
■ Upload ID Photo	Incomplete	Upload ID Photo

Application Fee Payment **Please note that the application fee will not be refunded under any circumstances.**

■ Pay the Examination Fee	Payment Deadline 2020/09/27 23:59:59	Incomplete	Out of date
---------------------------	--------------------------------------	------------	-------------

Submission *** To complete your application, please click this button.**

■ Submit	Incomplete	Submit
----------	------------	------------------------

[Log out](#)

When you finished the process, its status will become "Complete"

Go To Step2_4. Upload Forms ▶

Step2_4.Upload Forms

Procedures to Complete Application

Name in Alphabet : NANZAN Taro
Date of Birth : January 01, 2000
Application ID : 2021SA013
Security Code : 1277

Spring Semester (MJP) Admission Announcement 2020/10/10
* Application Deadline is 2020/09/27 23:59:59, Japan Standard Time **0 days 00:00:00 Left**
※Application deadline has passed

To Do

■ Complete Admission Application Format	Complete	Admission Application
■ Download Forms	Complete	Download Forms
■ Upload Forms	Incomplete	Upload Forms
■ Upload ID Photo	Incomplete	Upload ID Photo

Application Fee Payment **Please note that the application fee will not be refunded under any circumstances.**

■ Pay the Examination Fee	Payment Deadline 2020/09/27 23:59:59	Incomplete	Out of date
---------------------------	---	------------	-------------

Submission *** To complete your application, please click this button.**

■ Submit	Incomplete	Submit
----------	------------	------------------------

[Log out](#)

Click Upload Forms

Step2_4.Upload Forms

Upload Forms

Essay

Choose File

Upload

File Uploaded			
Essay	*Please use this file to edit.	Req.	Incomplete
Japanese Language Study	*Please use this file to edit.	Req.	Incomplete
Transcript		Req.	Incomplete
Passport		Req.	Incomplete
Bank Statement		Req.	Incomplete
Casual Snapshot Photo		Req.	Incomplete
Application for Certificate of Eligibility	*Please use this file to edit.	Req.	Incomplete
English Proficiency Test Score Certificate <small>Only MJJ applicants having English Proficiency test score are required to upload the certificate here.</small>			Incomplete

Go back to the Application List

Before uploading files, download the following three files by clicking *Please use this file to edit

- 1) Essay
- 2) Japanese Language Information sheet
- 3) Certificate of Eligibility form

Step2_4.Upload Forms

Essay Form
Fill out as much as possible
in English or Japanese

Please write the reasons for choosing to study at CJS and your goals.
南山大学外国人留学生別科で勉強しようと思った理由と目標を書いてください。

Japanese Language Information
Fill out your Japanese language studying
information.

Japanese Study Information CJS
南山大学外国人留学生別科 日本語学習履歴

Name 氏名			
Study of Japanese 日本語学習履歴	Year 年	Month 月	Marking 評価
Please write the date when you started learning Japanese (month/year) and the level of your Japanese (JLPT level).			
Started learning Japanese 日本語学習開始	Year 年	Month 月	Level レベル
Location 所在地			
Course Name / Number コース名 / コース番号			
Feedback Card フィードバックカード			
Next Lesson / Lesson 次回の授業 / 授業番号			
Please write the date when you started learning Japanese (month/year) and the level of your Japanese (JLPT level).			
Started learning Japanese 日本語学習開始	Year 年	Month 月	Level レベル
Location 所在地			
Course Name / Number コース名 / コース番号			
Feedback Card フィードバックカード			
Next Lesson / Lesson 次回の授業 / 授業番号			
Please write the date when you started learning Japanese (month/year) and the level of your Japanese (JLPT level).			
Started learning Japanese 日本語学習開始	Year 年	Month 月	Level レベル
Location 所在地			
Course Name / Number コース名 / コース番号			
Feedback Card フィードバックカード			
Next Lesson / Lesson 次回の授業 / 授業番号			
Please write the date when you started learning Japanese (month/year) and the level of your Japanese (JLPT level).			
Started learning Japanese 日本語学習開始	Year 年	Month 月	Level レベル
Location 所在地			
Course Name / Number コース名 / コース番号			
Feedback Card フィードバックカード			
Next Lesson / Lesson 次回の授業 / 授業番号			

Language Proficiency Test 成績

Japanese Proficiency Test 成績	Score / スコア	Date (Applied) / 提出日
JLPT (The new scale) (English) 新規模日本語能力試験 (英語)	Yes / No	Year / Month / Day
JLPT (The new scale) (English) 新規模日本語能力試験 (英語)	Yes / No	Year / Month / Day
JLPT (The new scale) (English) 新規模日本語能力試験 (英語)	Yes / No	Year / Month / Day
JLPT (The new scale) (English) 新規模日本語能力試験 (英語)	Yes / No	Year / Month / Day

Certificate of Eligibility (CoE)
Follow the CoE instructions and fill out the
information carefully.
CoE Instructions : <https://bit.ly/3AP8vUk>

別記第六号の三種式(第六条の二関係) 日本国政府 司法省
申請人専用紙 1 Ministry of Justice, Government of Japan

在留資格認定証明書交付申請書
APPLICATION FOR CERTIFICATE OF ELIGIBILITY

申請人氏名 写真
Photo
40mm x 30mm

出入国管理及び難民認定法第24条の規定に基づき、次のとおり同法第7条第1項第2号に
掲げる条件に適合している旨の証明書の交付を申請します。
Pursuant to the provisions of Article 24 of the Immigration Control and Refugee Recognition Act, I hereby apply for
the certificate envisaged by the conditions provided for in 7, Paragraph 1, Item 2 of the said Act.

1 国籍・地域 2 生年月日 3 氏名
Nationality/Region Date of birth Name

4 性別 5 出生地 6 配偶者の有無
Sex Place of birth Marital status

7 職業 8 本国における居住地
Occupation Home locality

9 日本における住所先
Address in Japan

10 電話番号 携帯電話番号
Telephone No. Cellular phone No.

11 入国目的
Purpose of entry

12 入国予定年月日 13 上陸予定地
Date of entry Intended length of stay

14 滞在予定期間 15 同伴者の有無
Intended period to apply for visa Accompanying persons, if any

16 査証申請予定地
Intended place to apply for visa

17 過去の出入国履歴
Past entry or departure from Japan

18 前日本領事館に提出した成分を受けたことの有無
Whether the applicant has received a component from the former Japanese Consulate

19 過去に強制又は出国命令による出国の有無
Whether the applicant has been deported or ordered to leave Japan

20 在日親族
Family in Japan

21 関係者
Relationships

22 職名
Occupation

23 勤務先住所
Place of employment/school

24 在留資格認定証明書交付番号
Certificate number

25 特別永住者認定証明書交付番号
Special Permanent Resident Certificate number

※ 2021年10月1日より、申請書の提出先は、申請書の提出先として指定されています。
Regarding Item 1, if you please your own consent, please fill in your name as shown in the parenthesis.
※2021年10月1日より、査証申請予定地を指定する必要があります。指定は、申請書に提出する申請書のみに有効です。これは親族の申請書にのみ有効です。
Regarding Item 13, if there is not enough space in the given column to write all of your family in Japan, fill it out on a separate sheet.
In addition, the name for the visa application is to be written in Japanese for the application regarding "Temporary" or "Temporary Stay (Working)".
13 査証申請予定地、申請書に必要に応じて記入してください。Note: Please fill in some responses for application (See notes on reverse side).

Step2_4.Upload Forms

Upload Forms

English Proficiency Test Score Certificate ▾

Choose File

Upload

File Uploaded			
Essay *Please use this file to edit.	Req.	Complete	Delete
Japanese Language Study *Please use this file to edit.	Req.	Complete	Delete
Transcript	Req.	Complete	Delete
Passport	Req.	Complete	Delete
Bank Statement	Req.	Complete	Delete
Casual Snapshot Photo	Req.	Complete	Delete
Application for Certificate of Eligibility *Please use this file to edit.	Req.	Complete	Delete
English Proficiency Test Score Certificate <small>Only MJP applicants having English Proficiency test score are required to upload the certificate here.</small>		Complete	Delete

Go back to the Application List

Select the file name from the pull-down list, click "Choose File" you intend to upload.

After selecting the file, click "Upload".

Upload all the files until all of the status become "Complete".

Go back to the To Do page

Step2_4.Upload Forms

Procedures to Complete Application

Name in Alphabet : NANZAN Taro
Date of Birth : January 01, 2000
Application ID : 2021SA013
Security Code : 1277

Spring Semester (MJP) Admission Announcement 2020/10/10
* Application Deadline is 2020/09/27 23:59:59, Japan Standard Time **0 days 00:00:00 Left**
※Application deadline has passed

To Do

■ Complete Admission Application Format	Complete	Admission Application
■ Download Forms	Complete	Download Forms
■ Upload Forms	Complete	Upload Forms
■ Upload ID Photo	Incomplete	Upload ID Photo

Application Fee Payment **Please note that the application fee will not be refunded under any circumstances.**

■ Pay the Examination Fee	Payment Deadline 2020/09/27 23:59:59	Incomplete	Out of date
---------------------------	--------------------------------------	------------	-------------

Submission *** To complete your application, please click this button.**

■ Submit	Incomplete	Submit
----------	------------	------------------------

[Log out](#)

When you finished the process,
its status will become "Complete"

Go To Step2_5. Upload ID Photo ►

Step2_5.Upload ID Photo

Procedures to Complete Application

Name in Alphabet : NANZAN Taro
Date of Birth : January 01, 2000
Application ID : 2021SA013
Security Code : 1277

Spring Semester (MJP) Admission Announcement 2020/10/10
* Application Deadline is 2020/09/27 23:59:59, Japan Standard Time **0 days 00:00:00 Left**
✕Application deadline has passed

To Do

■ Complete Admission Application Format	Complete	Admission Application
■ Download Forms	Complete	Download Forms
■ Upload Forms	Complete	Upload Forms
■ Upload ID Photo	Incomplete	Upload ID Photo

Application Fee Payment **Please note that the application fee will not be refunded under any circumstances.**

■ Pay the Examination Fee	Payment Deadline 2020/09/27 23:59:59	Incomplete	Out of date
---------------------------	--------------------------------------	------------	-------------

Submission *** To complete your application, please click this button.**

■ Submit	Incomplete	Submit
----------	------------	------------------------

[Log out](#)

- Do NOT use the same photo of your passport
- Check out the photo specifications in the link below:
https://www.isa.go.jp/en/applications/guide/photo_info.html

Click "Upload ID Photo"

Step2_5.Upload ID Photo

Upload ID Photo


ID Photo

ID Photo can be edited in the next page.

Upload ID Photo
Please refer to the examples before you take an ID Photo. ID Photo needs to be taken against a plain background colored white, blue or gray.

- Color Photo, show from your chest to the top of your hair, head needs to be directly facing the camera with your full face in view (keep your hair out of your face), no hats or head coverings unless you wear it daily for religious purposes
- The photo size needs to be more than 100KB and within 10MB.
- File format needs to be JPEG or PNG (.jpg/.png).

[Good Example] **[Bad Example]**



1. Head not directly facing the camera
2. Not taken against a plain background
3. Some parts unseeable due to the light
4. Photo unclear
5. Hair covers the face
6. Face shaded
7. Shade in the background
8. Head coverings other than religious purposes

No Photo Registered

Register ID Photo

Please choose the photo to upload as your ID Photo.

• jpg/png format only and the file size needs to be more than 100KB and within 10MB.


Save the photo to upload on your PC and Click "Choose File" button.

8. Head coverings other than religious purposes

No Photo Registered

Register ID Photo

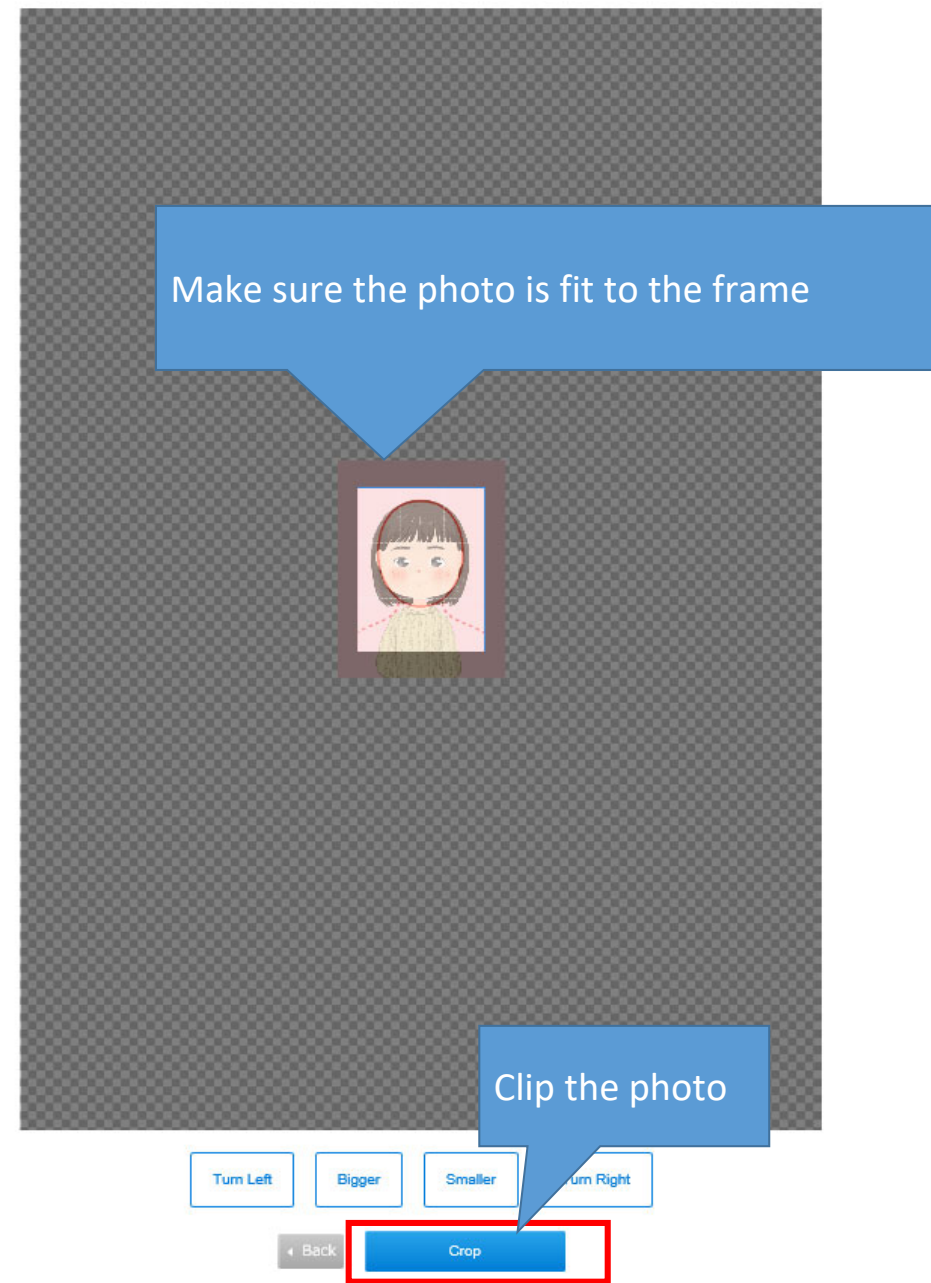
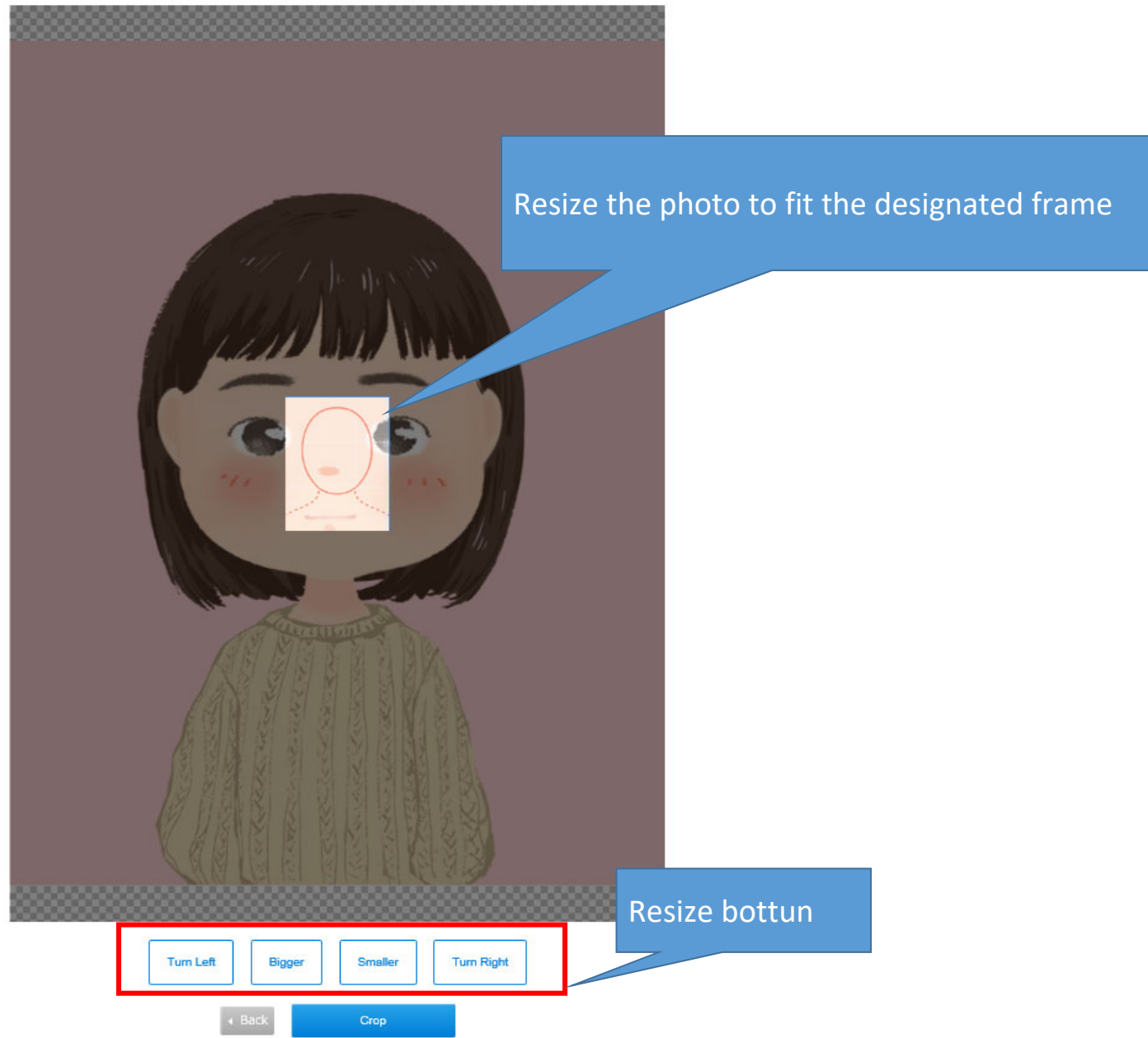
Please choose the photo to upload as your ID Photo.

IMG_1210.JPG 

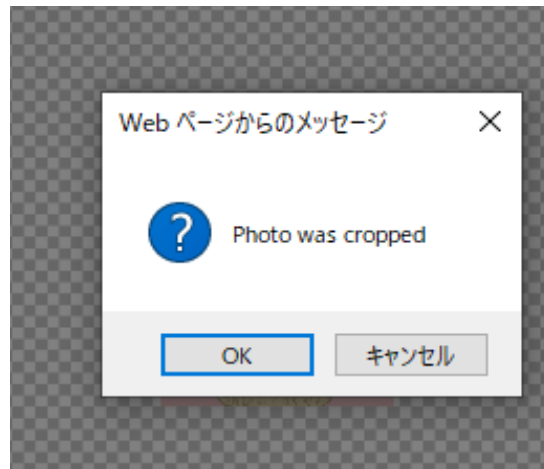
• jpg/png format only and the file size needs to be more than 100KB and within 10MB.

To resize the photo, click "Show the Photo"

Step2_5.Upload ID Photo



Step2_5.Upload ID Photo



Procedures to Complete Application > Upload ID Photo > Crop the ID Photo > Confirm

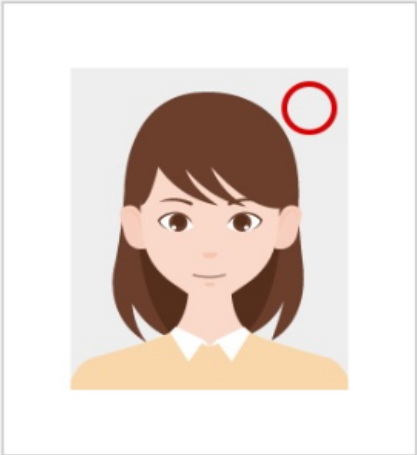
Confirm

Confirm

Register a Face

- Compare with the Good Sample and click the "Check" button.
- Check each point for your confirmation. If any readjustment is needed, please click the "Go Back" button.

[Good Example]



Points to be Checked

- Head directly facing the camera I confirm.
- Taken against a plain background I confirm.
- No reflection I confirm.
- Clear Photo I confirm.
- Eyes and Face Line not Covered I confirm.

◀ Back Register

Make sure the photo can meet the following specifications, too.

- Do NOT use the same photo of your passport
- Make sure there are margins on the tops and sides

Step2_5.Upload ID Photo

Procedures to Complete Application

Name in Alphabet : NANZAN Taro
Date of Birth : January 01, 2000
Application ID : 2021SA013
Security Code : 1277

Spring Semester (MJP) Admission Announcement 2020/10/10
* Application Deadline is 2020/09/27 23:59:59, Japan Standard Time **0 days 00:00:00 Left**
※Application deadline has passed

To Do

■ Complete Admission Application Format	Complete	Admission Application
■ Download Forms	Complete	Download Forms
■ Upload Forms	Complete	Upload Forms
■ Upload ID Photo	Complete	Upload ID Photo

Application Fee Payment **Please note that the application fee will not be refunded under any circumstances.**

■ Pay the Examination Fee	Payment Deadline 2020/09/27 23:59:59	Incomplete	Entry Payment Site
---------------------------	---	------------	------------------------------------

Submission *** To complete your application, please click this button.**

■ Submit	Incomplete	Submit
----------	------------	------------------------

[Log out](#)

When you finished the process,
its status will become "Complete"

Go To Step3_Application Fees Payment ►

Step3_Application Fees Payment

Procedures to Complete Application

Name in Alphabet : NANZAN Mjp
Date of Birth : January 01, 2001
Application ID : 2021FA014
Security Code : 8208

Fall Semester (MJP) Admission Announcement 2021/05/10
* Application Deadline is 2021/03/31 23:59:59, Japan Standard Time **104 days 05:30:17 Left**

To Do

■ Complete Admission Application Format	Complete	Admission Application
■ Download Forms	Complete	Download Forms
■ Upload Forms	Complete	Upload Forms
■ Upload ID Photo	Complete	Upload ID Photo

Application Fee Payment **Please note that the application fee will not be refunded under any circumstances.**

■ Pay the Examination Fee Date of the payment 2020/12/17 18:28:54	Complete	Entry Payment Site
--	----------	------------------------------------

Submission *** To complete your application, please click this button.**

■ Submit	Complete	Submit
----------	----------	------------------------

[Log out](#)

Self-Financed students are required to pay here

Click "Entry Payment Site"

Step3_Application Fees Payment

!! When making your payment, you will leave the application page!!

南山大学/NANZAN UNIVERSITY

クレジットカードでのお支払い

Enter Card Information

カード情報を入力してください。
(Please enter your credit card information.)

カードブランド (Credit card brand) VISA

カード番号 (Credit card number) 4542000000001000
※ハイフン(-)は入力しないでください。
(* Hyphen (-) is not necessary)

有効期限(月年) (GOOD THRU (MONTH/YEAR)) 12月 / 2020年
※有効期限とは？ (* GOOD THRU?)

お支払い回数 (Credit card payment method) 一括払い (Single)

カード確認番号 (Security code) 123
※カード確認番号とは？ (* Security code?)

入力内容を確認する (Confirm)

Hit this button to confirm filled information

お支払い内容 (Payment detail)

店舗名 (Store name)	南山大学/NANZAN UNIVERSITY
取引ID (Transaction ID)	T2632021000000000000000034
お客様氏名 (Customer name)	NANZANMJP
ご注文内容 (Order detail)	検定料
金額 (Payment amount)	10,000 円(JPY)
画面有効期限 (This page expiration)	2021/02/12 23:59:59 (JST)

南山大学/NANZAN UNIVERSITY

クレジットカードでのお支払い (Credit card)

Double check the entered information

以下の内容をご確認いただき、お支払いをお願いします。
(Please confirm the information below and pay.)

カードブランド (Credit card brand) VISA

カード番号 (Credit card number) ****_*_*_*_*_*_*_*_*_*_*_1000

カード有効期限 (GOOD THRU (MONTH/YEAR)) MONTH/YEAR 12月 / 20年

お支払い回数 (Credit card payment method) 一括払い (Single)

カード確認番号 (Security code) ****

よろしければ、お支払いボタンを押してください。
(If correct, click the "Pay" button.)

ボタンは1回だけ押してください(2回以上押さないようご注意ください)。
(Please press the button only once. (Do not press it twice))

お支払い (Pay)

Double check the entered information

前画面に戻る (Back)

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お支払い内容 (Payment detail)

店舗名 (Store name)	南山大学/NANZAN UNIVERSITY
取引ID (Transaction ID)	T2632021000000000000000034
お客様氏名 (Customer name)	NANZANMJP
ご注文内容 (Order detail)	検定料
金額 (Payment amount)	10,000 円(JPY)
画面有効期限 (This page expiration)	2021/02/12 23:59:59 (JST)

Step3_Application Fees Payment

南山大学/NANZAN UNIVERSITY

お支払い完了 (Completion of Payment.)

お支払い手続きが完了しました。
(Payment completed.)
ありがとうございました。
(Thank you for your purchase.)

お支払い内容
(Payment detail)

店舗名 (Store name)	南山大学/NANZAN UNIVERSITY
取引ID (Transaction ID)	T2632021000000000000000034
お客様氏名 (Customer name)	NANZANMJP
ご注文内容 (Order detail)	検定料
金額 (Payment amount)	10,000 円(JPY)
画面有効期限 (This page expiration)	2021/02/12 23:59:59 (JST)

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Your payment has been successfully made.

Step3_Application Fees Payment

Procedures to Complete Application

Name in Alphabet : NANZAN Mjp
Date of Birth : January 01, 2001
Application ID : 2021FA014
Security Code : 8208

Fall Semester (MJP) Admission Announcement 2021/05/10
* Application Deadline is 2021/03/31 23:59:59, Japan Standard Time **104 days 05:30:17 Left**

To Do

■ Complete Admission Application Format	Complete	Admission Application
■ Download Forms	Complete	Download Forms
■ Upload Forms	Complete	Upload Forms
■ Upload ID Photo	Complete	Upload ID Photo

Application Fee Payment **Please note that the application fee will not be refunded under any circumstances.**

■ Pay the Examination Fee Date of the payment 2020/12/17 18:28:54	Complete	Entry Payment Site
---	----------	------------------------------------

Submission *** To complete your application, please click this button.**

■ Submit	Complete	Submit
----------	----------	------------------------

[Log out](#)

When you finished the process, its status will become "Complete"

Go To Step4_Submit Online Application ►

Step4_Submit Online Application

Procedures to Complete Application

Name in Alphabet : NANZAN Mjp
Date of Birth : January 01, 2001
Application ID : 2021FA014
Security Code : 8208

Fall Semester (MJP) Admission Announcement 2021/05/10
* Application Deadline is 2021/03/31 23:59:59, Japan Standard Time **104 days 05:30:17 Left**

To Do

■ Complete Admission Application Format	Complete	Admission Application
■ Download Forms	Complete	Download Forms
■ Upload Forms	Complete	Upload Forms
■ Upload ID Photo	Complete	Upload ID Photo

Application Fee Payment **Please note that the application fee will not be refunded under any circumstances.**

■ Pay the Examination Fee	Date of the payment 2020/12/17 18:28:54	Complete	Entry Payment Site
---------------------------	---	----------	------------------------------------

Submission *** To complete your application, please click this button.**

■ Submit	Complete	Submit
----------	----------	------------------------

[Log out](#)

Before submitting the form,
make sure all of the status become
"Complete".

"Submit" the application form

**Online Application completed.
Please do not miss to send a Letter of Recommendation.**