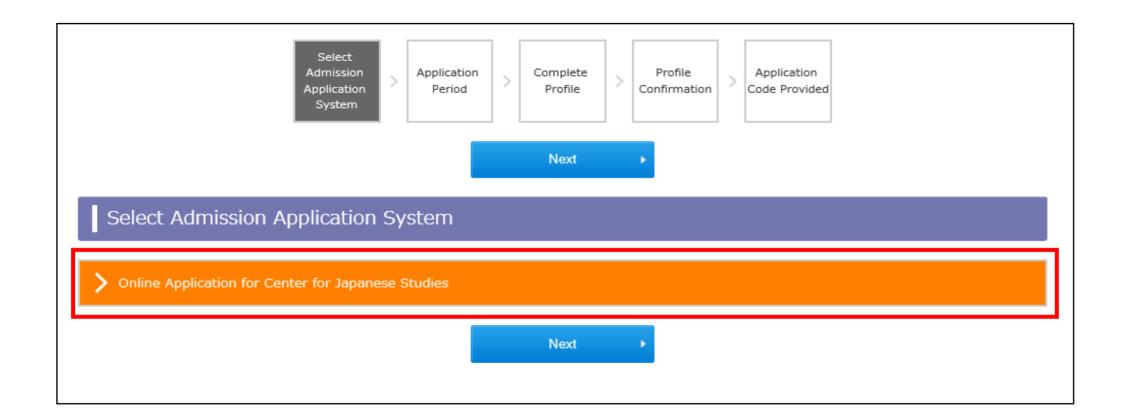
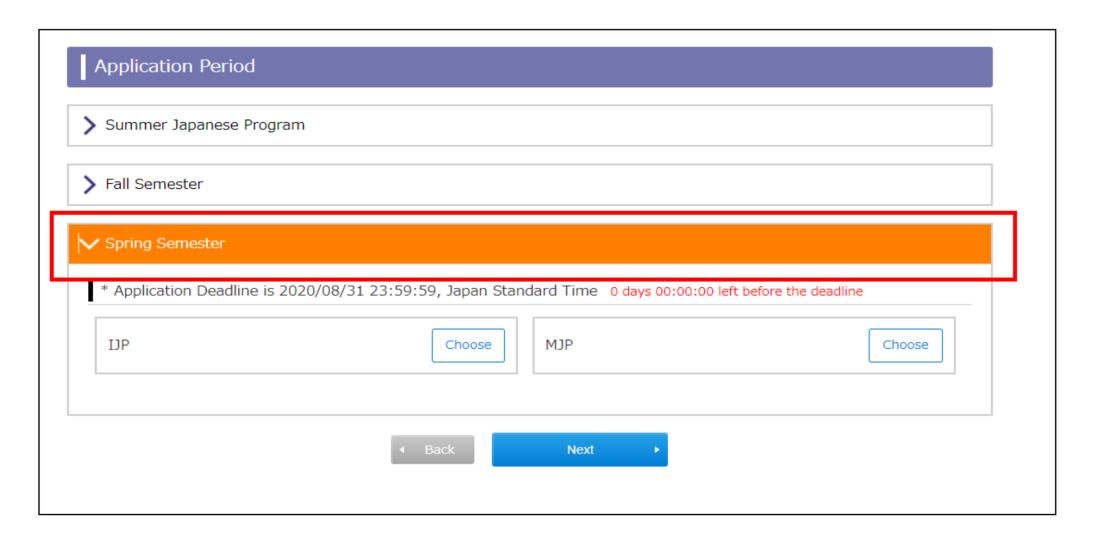
CJS Online Application Step-By-Step Instructions

Step1_1.Register your basic information

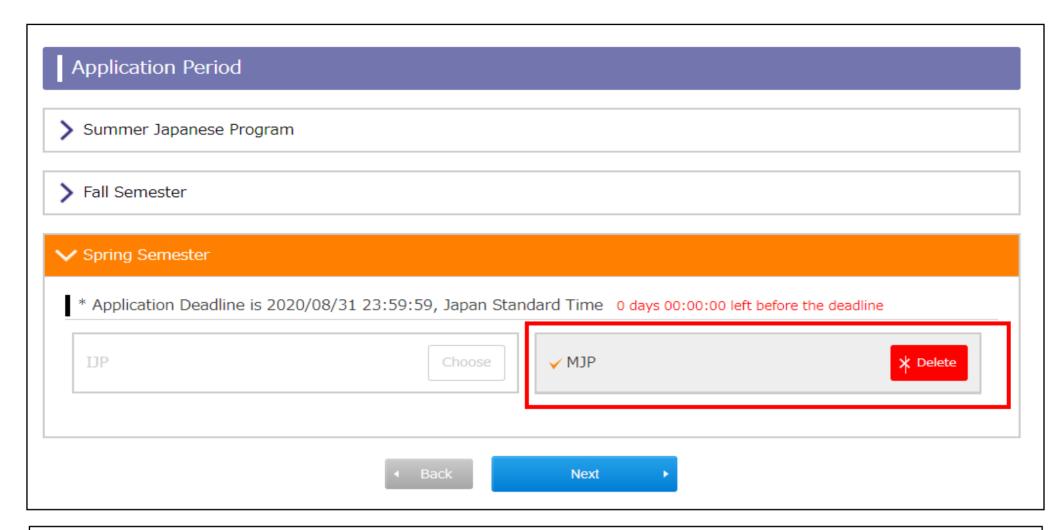


Select "Online Application for Center for Japanese Studies"

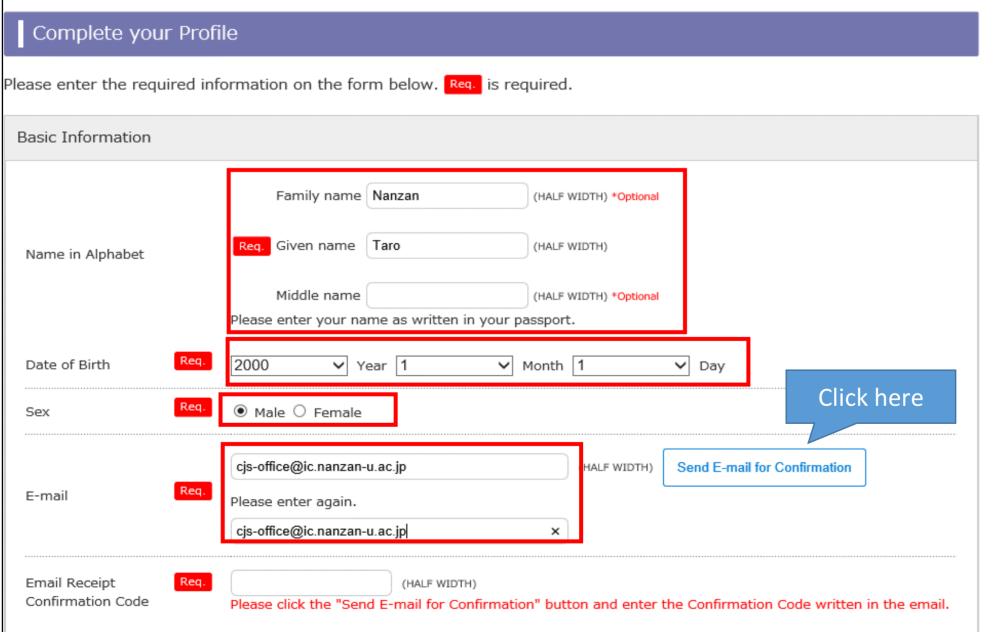


Select Semester (Fall or Spring) or Summer Japanese Program.

Step1_1.Register your basic information



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



Enter the Name, Date of Birth, Sex and Email address, and click "Send E-mail for Confirmation" to receive a confirmation code.

! Attention!

Please enter your family name, given name, and middle name EXACTLY as they appear 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] 9876

We will be sending all future mess

ling the following:

Check the Confirmation

Registration Completion: Notice of succ
 Payment Confirmation: Notice to confirm

Code

(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】 9876

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)

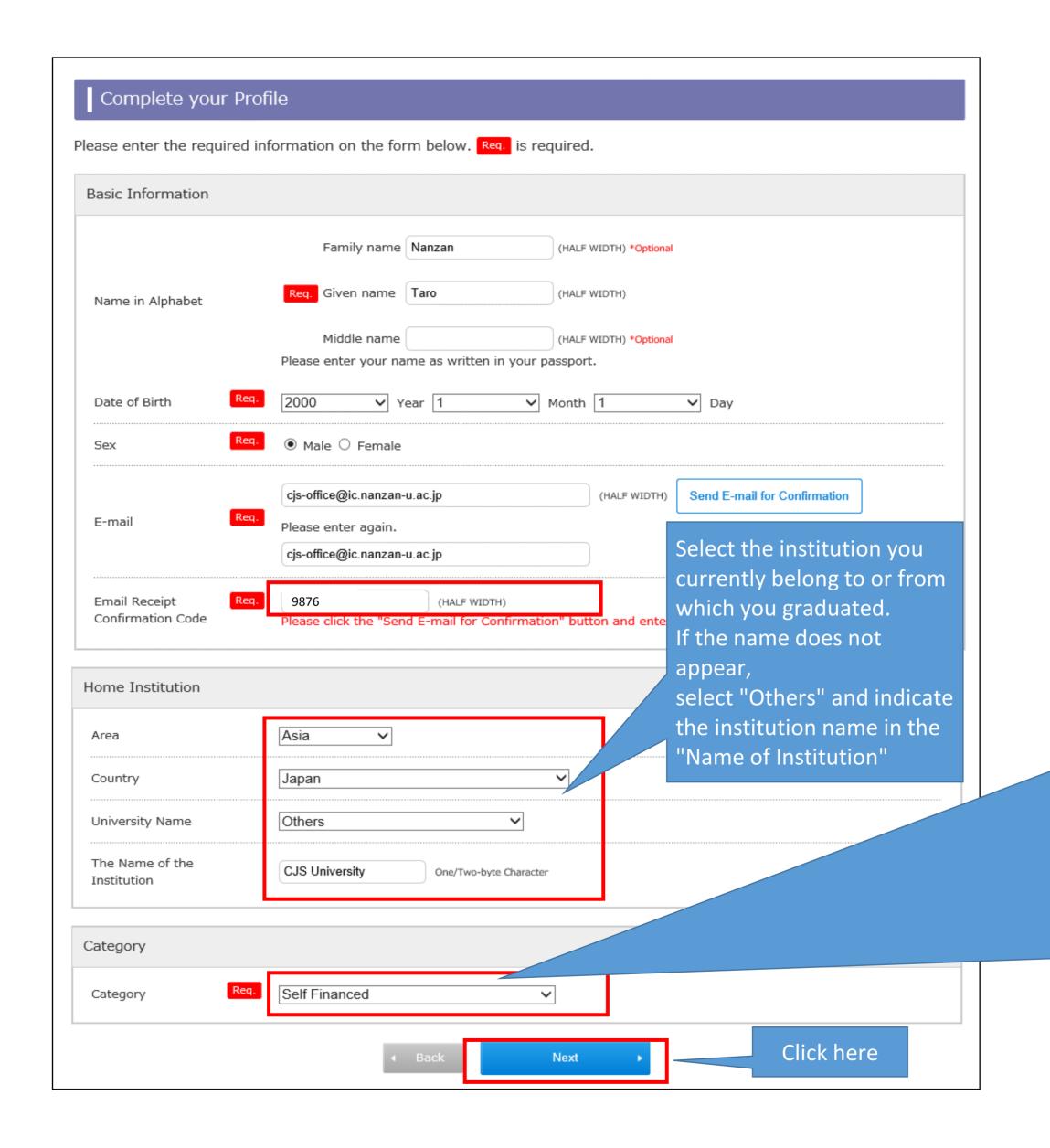
※このメールは、送信専用のメールアドレスから送信しております。 このメールへの返信はしないでください。

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

If you did not receive the message, the wrong address might have been registered. In this case, go back to the beginning.

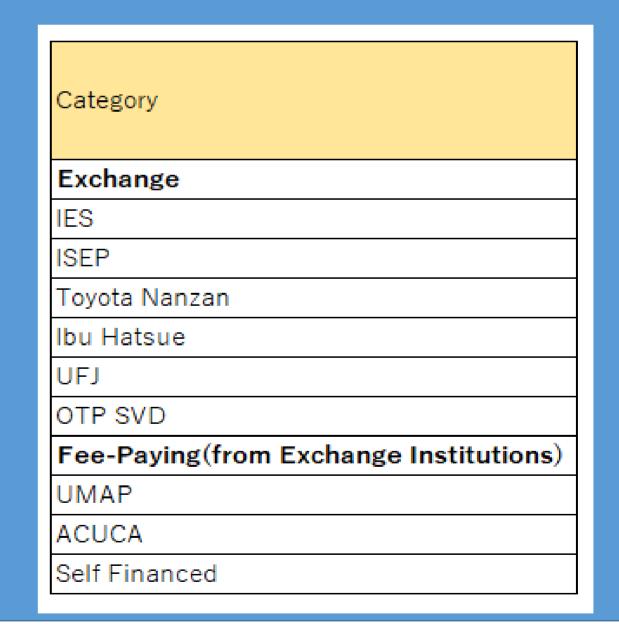
Step1_2.Receive a confirmation email



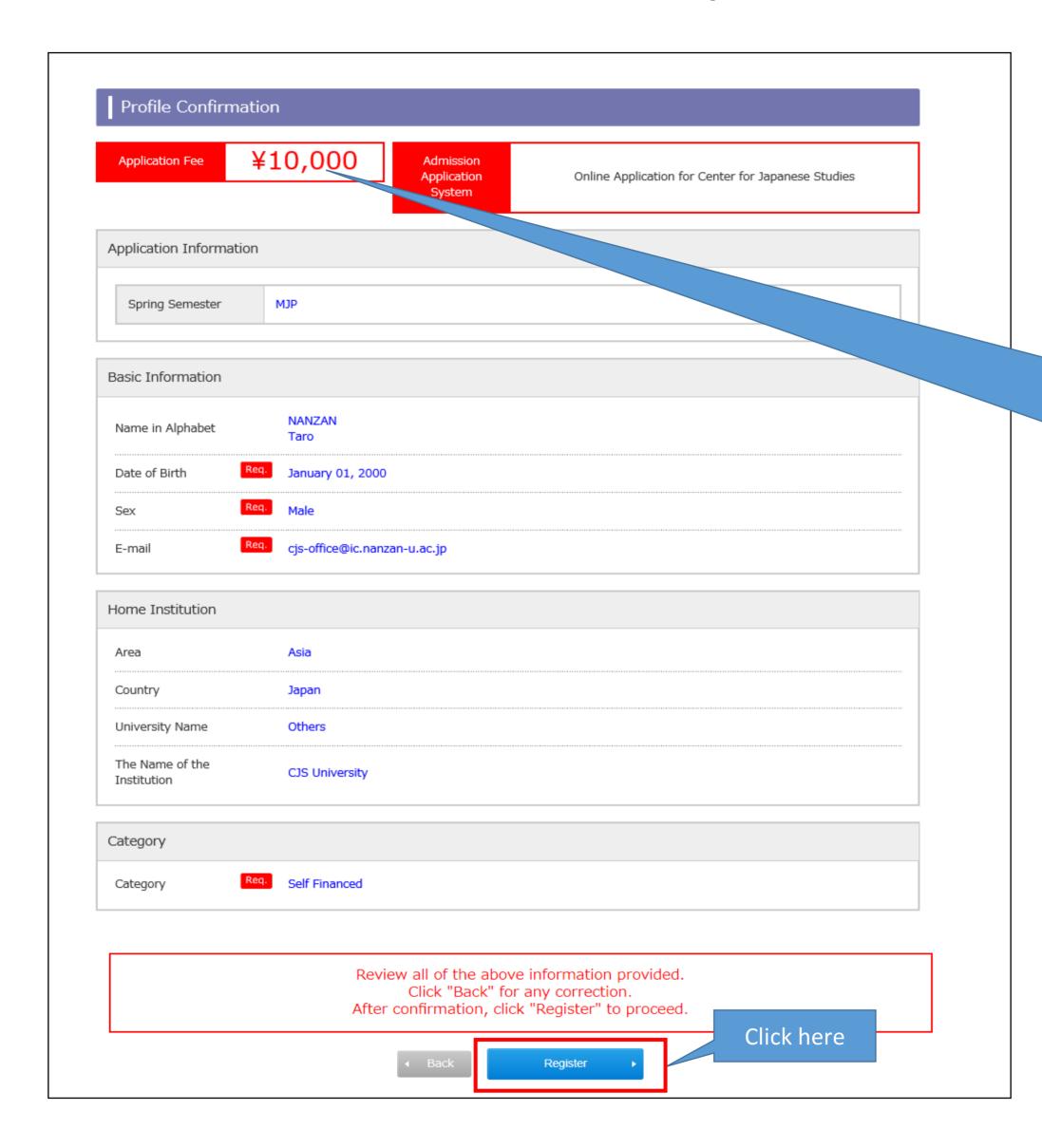
After confirming the Confirmation Code, go back to the online application system, and continute to enter the information.

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

Make sure to confirm your category with your exchange coordinator or organization. If you are from an exchange partner institution and are unsure whether you fall under "Exchange" or 'Fee-paying,' please check with your study abroad coordinator. If you are not an exchange student or do not belong to any organization, select 'Self Financed."



Step1_2.Receive a confirmation email



Make sure the information is correct, and click on "Register" button.

You cannot change the basic information after registration

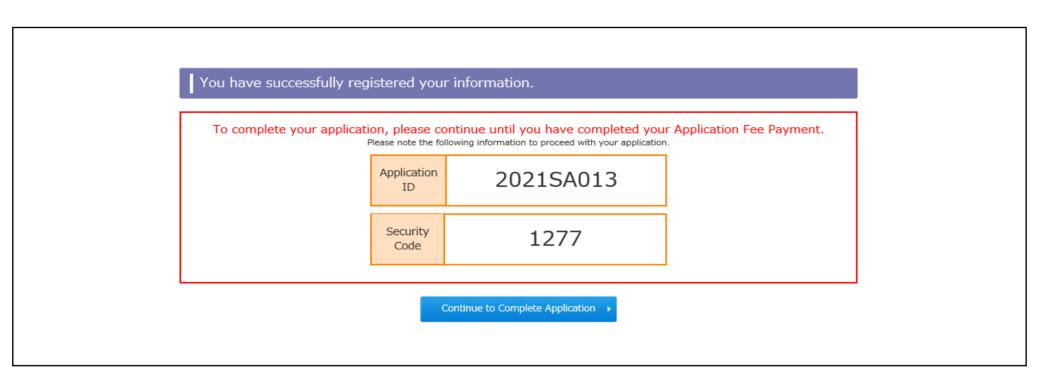
⟨Fall & Spring Semester⟩

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

⟨Summer Program⟩

All category including Self-financed students: ¥0

Step1_2.Receive a confirmation email



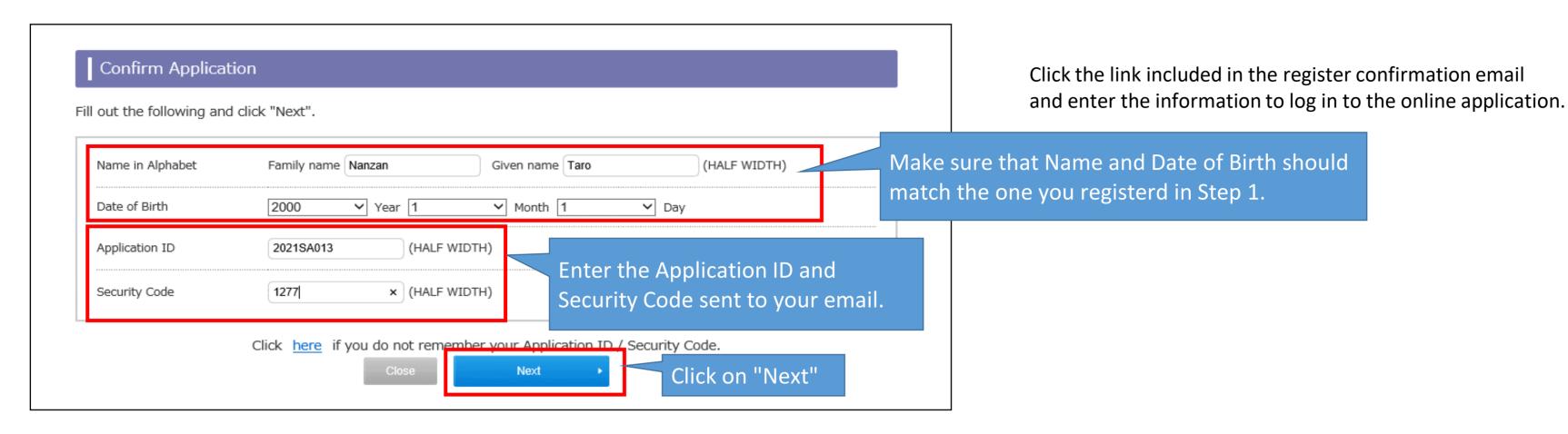
Application ID and Security Code will show up on the screen. Keep the information to go to the next step.

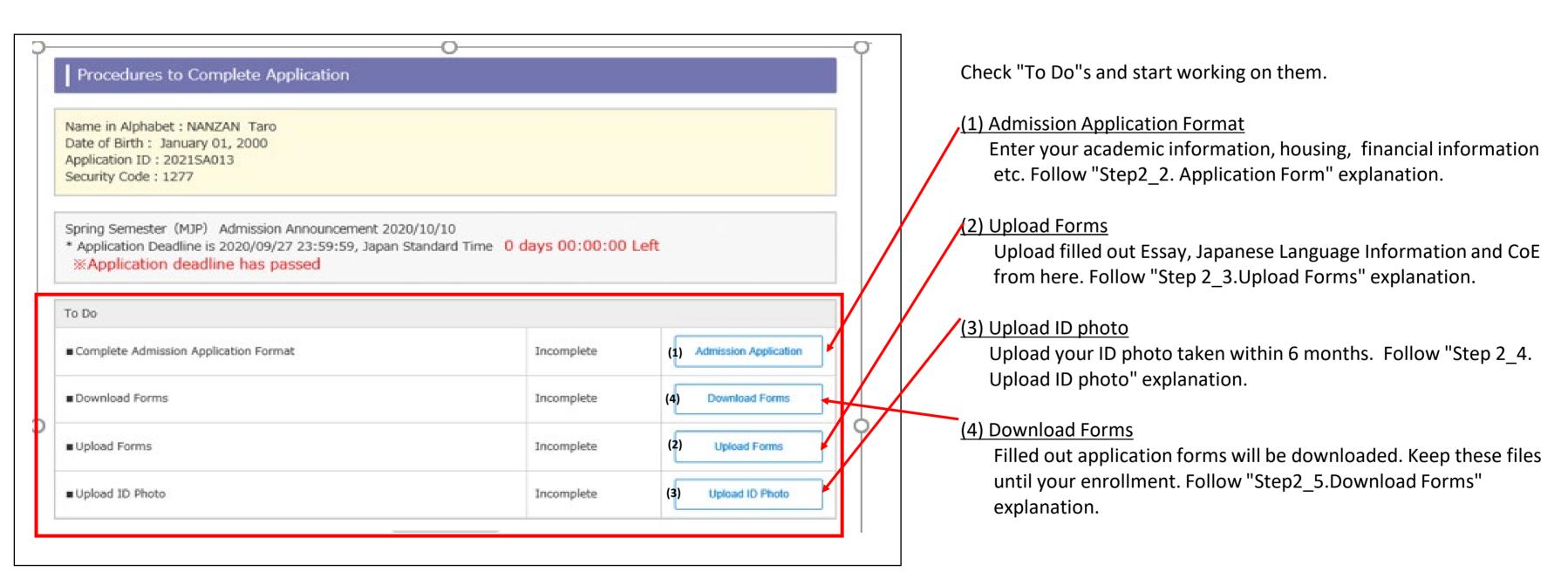
Thank you for your pre-registration for the online application for CJS, Nanzan University. Your Application ID is as follows: インターネット出願につきまして、以下の内容にて 出願情報登録を完了いたしましたのでお知らせいたします。 OApplication ID: 2021SA013 OSecurity Code 1277 o整理番号 2021SA013 oセキュリティコード: 1277 In order to complete your application, please 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室 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) ***************

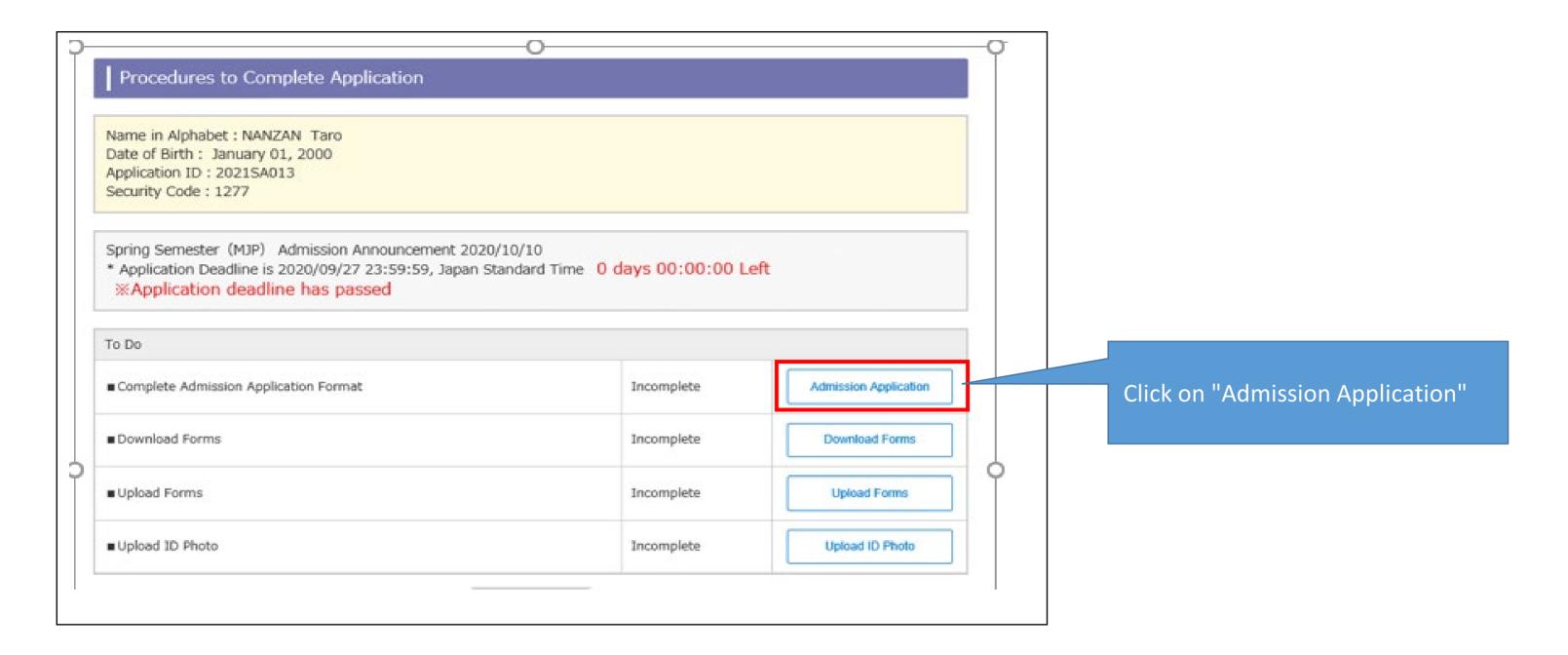
Check out the email and make sure the registerstration confirmation email has been received.

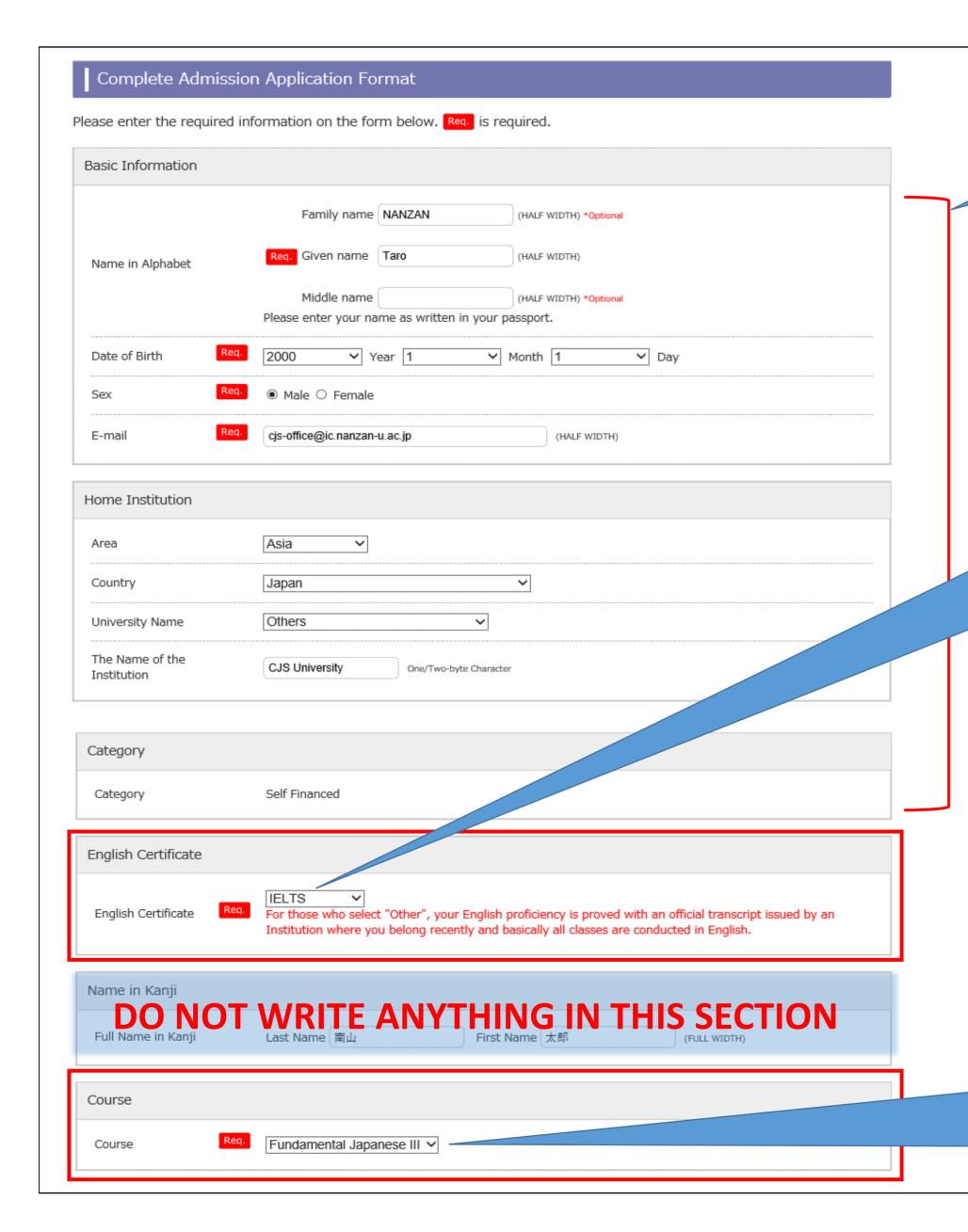
Click the link included in the mail to go to the next step.

Step2_1.Log in and check To Dos









Make sure the registered information is correct.

Applicants for the Summer Program and IJP in the Fall/Spring Semester are required to select "Other".

MJP in Fall/Spring applicants from non-English speaking countries are required to demonstrate English proficiency as an entrance requirement. Upload your score certificate if you select either IELTS or TOEFL iBT. Please select "Other" if you are from English-speaking countries.

	Reference of Japanese	Course L	evel (Fall/Spring)	
Fall/Sp	ring Semester		Achieved Level	
IJP	MJP	JLPT	OPI	CEFER
Intensive Japanese VI 💥	-	N1		B2.2-C1
Intensive Japanese V	-	N1	Advanced Low ~ Advanced Mid	B2.1-B2.2
Intensive Japanese IV	-	N2	Intermediate High	B1.2-B2.1
Intensive Japanese III	-	N3	Intermediate Mid	A2.2-B1.1
Intensive Japanese II	Fundamental Japanese IV※※	N4	Intermediate Low \sim Intermediate Mid	A2.2
intensive Japanese ii	Fundamental Japanese III	N4	Novice High ∼ Intermediate Low	A2.1
Intensive Japanese I	Fundamental Japanese II	N5	Novice Mid	A1.3
intensive Japanese i	Fundamental Japanese I	N5	Novice Low ∼ Novice Mid	A1.1

 \mathbb{X} IJ VI class is only offered in Spring Semester.

 $\frak{**}\FJ$ IV class is only offered in Spring Semester.

Reference of Japanese Course Level (Su	ummer)
	Dozula

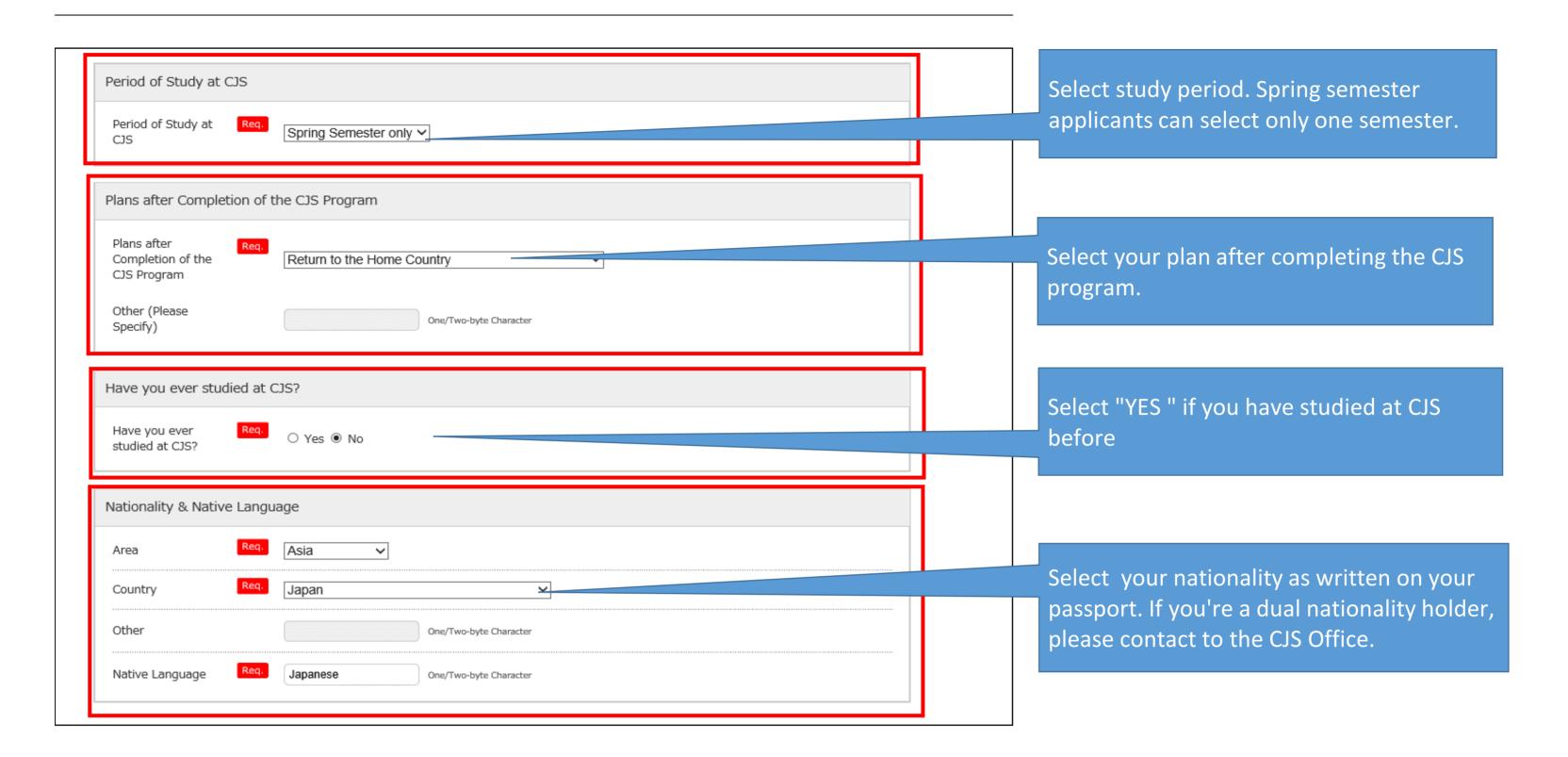
Summer	r Program Course A	Regular Semester (Fall/Spring)	
Course	Textbook covered in this class	Equivalent Course	
Summer Program I A	Genki L1 - L7	Intensive Japanese I	
Summer Program II A	Genki L7 - L12	intensive Japanese i	
Summer Program III A	Genki L13 - L18		
Summer Program IV A	Genki L19 - L23	Intensive Japanese I	
Sulliller Frogram IV A	Quartet L1		
Summer Program V A	Quartet L1 - L5	Intensive Japanese III	
Summer Program VI A	Quartet L7 - L12	Intensive Japanese IV	

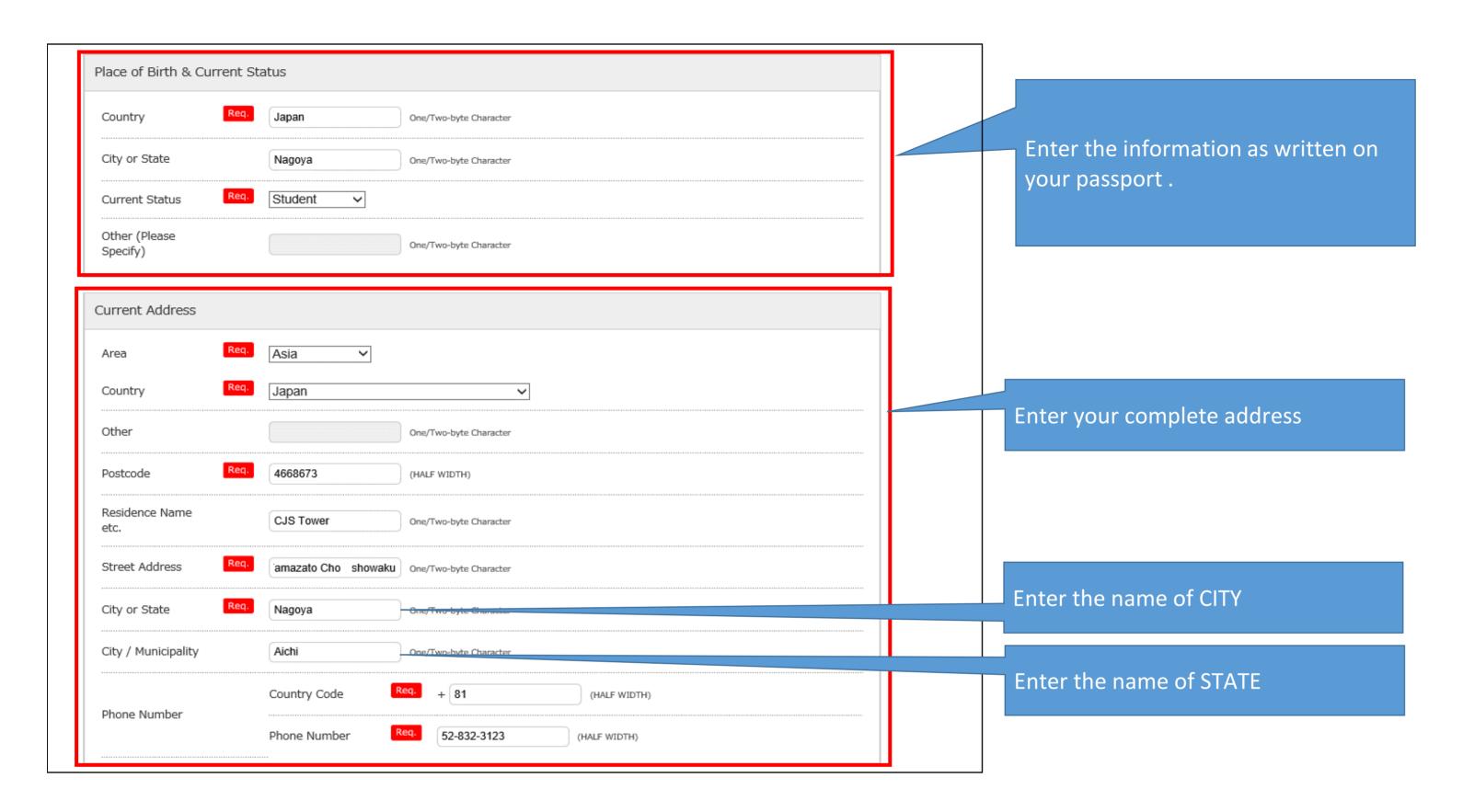
Select your desired Japanese course level, but your final Japanese course level will be determined based on the results of the placement tests.

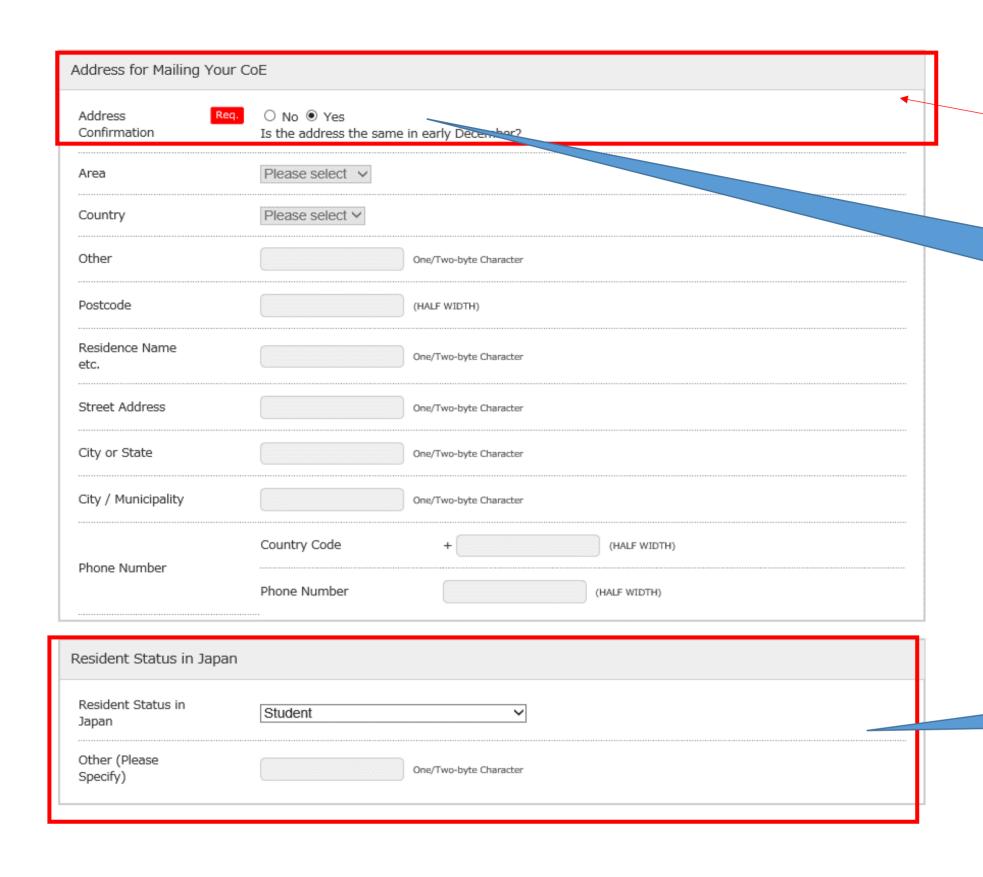
IJP applicants: Intensive Japanese I ~ V (VI level will be offered only in Spring Semester)

MJP applicants: Fundamental Japanese I~III (IV level will be offered only in Spring Semester)

Summer Program applicants: Summer Japanese I~VI







This section is for students applying for the Fall and Spring semesters. Students applying for the Summer program do not need to submit a CoE, so please select "Yes" to skip this question.

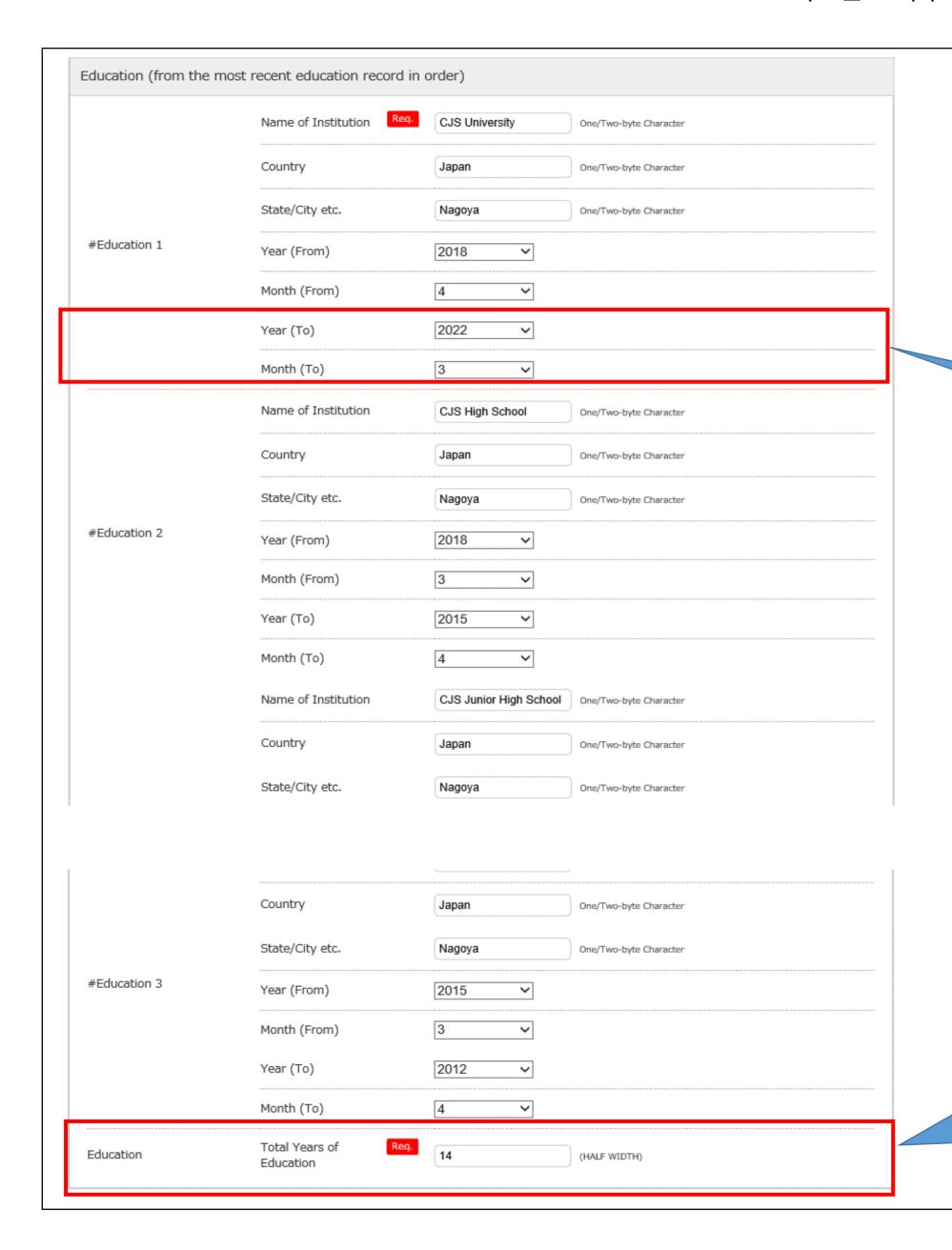
Due to the change in the method of sending the CoE, it is no longer necessary to ask for the delivery address of the CoE. Therefore, please select "Yes" in this section.

You will receive the CoE in PDF format via email according to the following schedule:

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

*The above schedule is subject to change.

Select your visa status from the drop-down menu if you are currently residing in Japan.



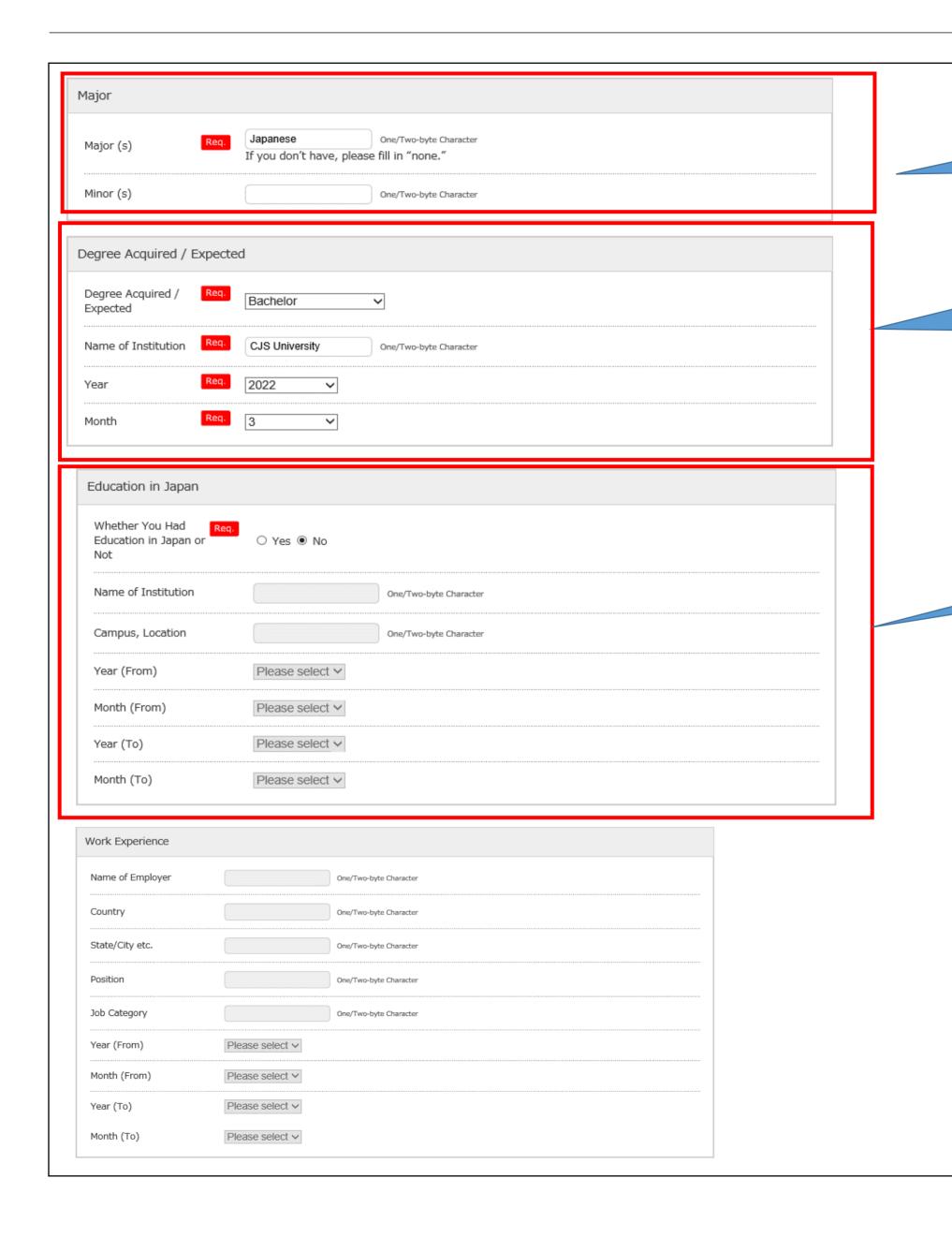
Enter your Educational background in the following way:

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

Enter "Expecting " graduation year and month.

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

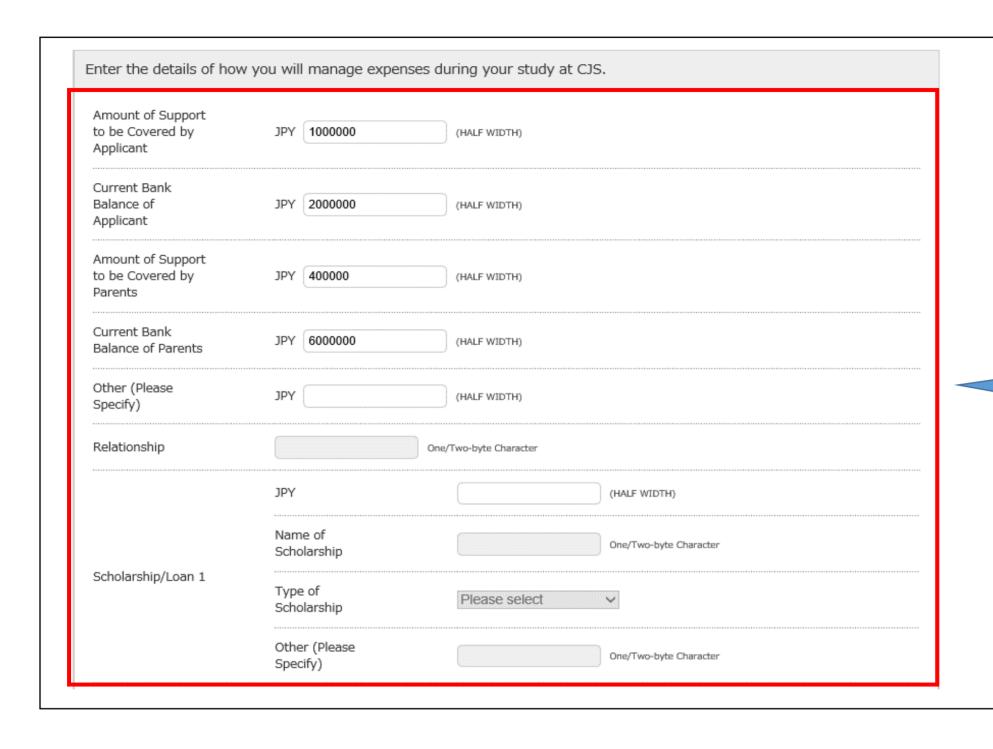
For instance, if you attend in the third year at the U.S. university as of today, the total will be 15 (years). (including 12 years of education from Primary to Secondary school)



Enter your Major and Minor (if you have)

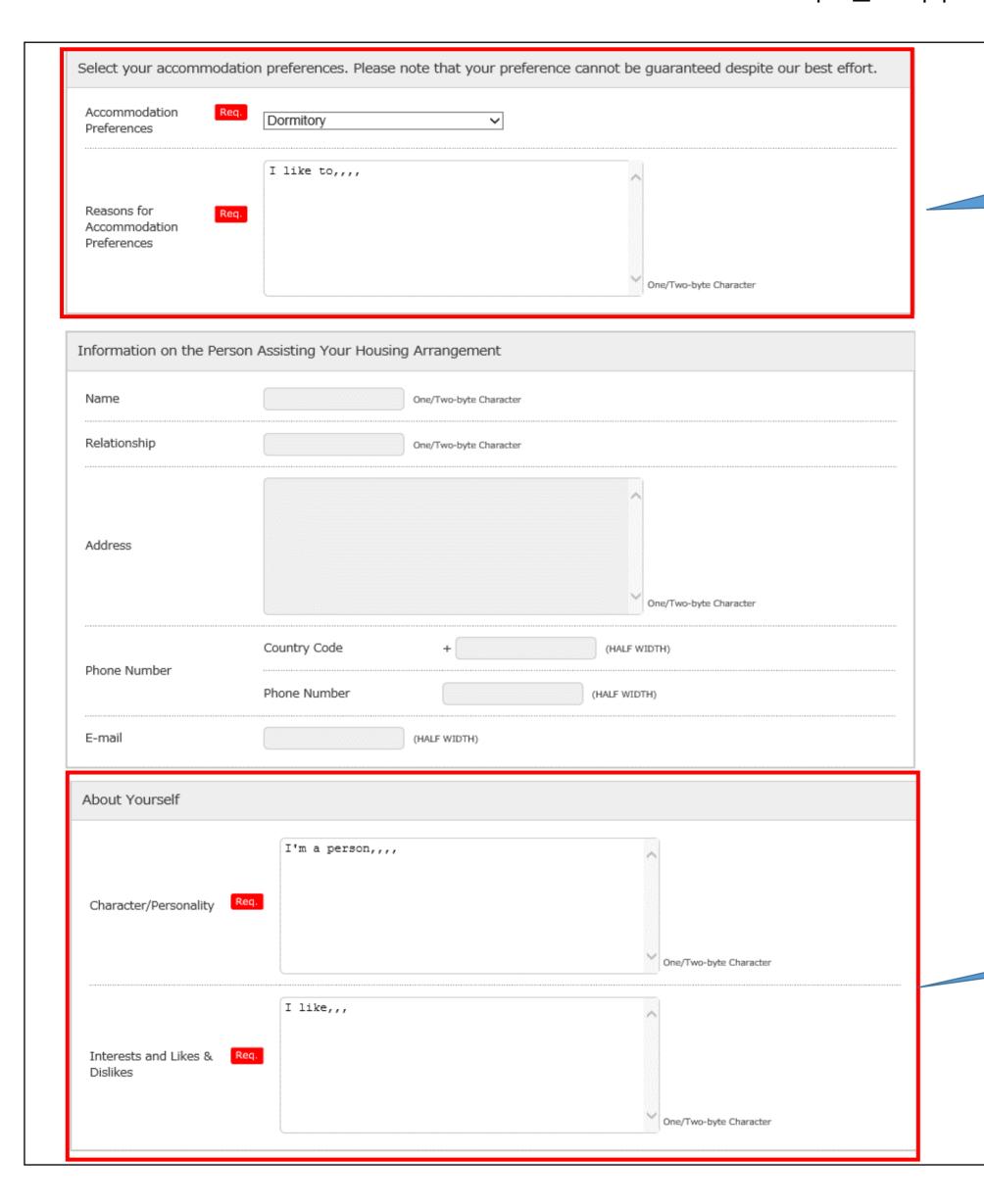
If you're currently studying in Bachelor, Master, or Doctor Degree, select your expected degree acquired Year/Month. If you have already acquired Degree and do not belong to any educational institutions, mention your final Degree acquired Year/Month.

If you have experience studying in Japan, select "YES" here.



This information should match with your Certificate of Eligibility (CoE) financial information, excluding Summer Program applicants.

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



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

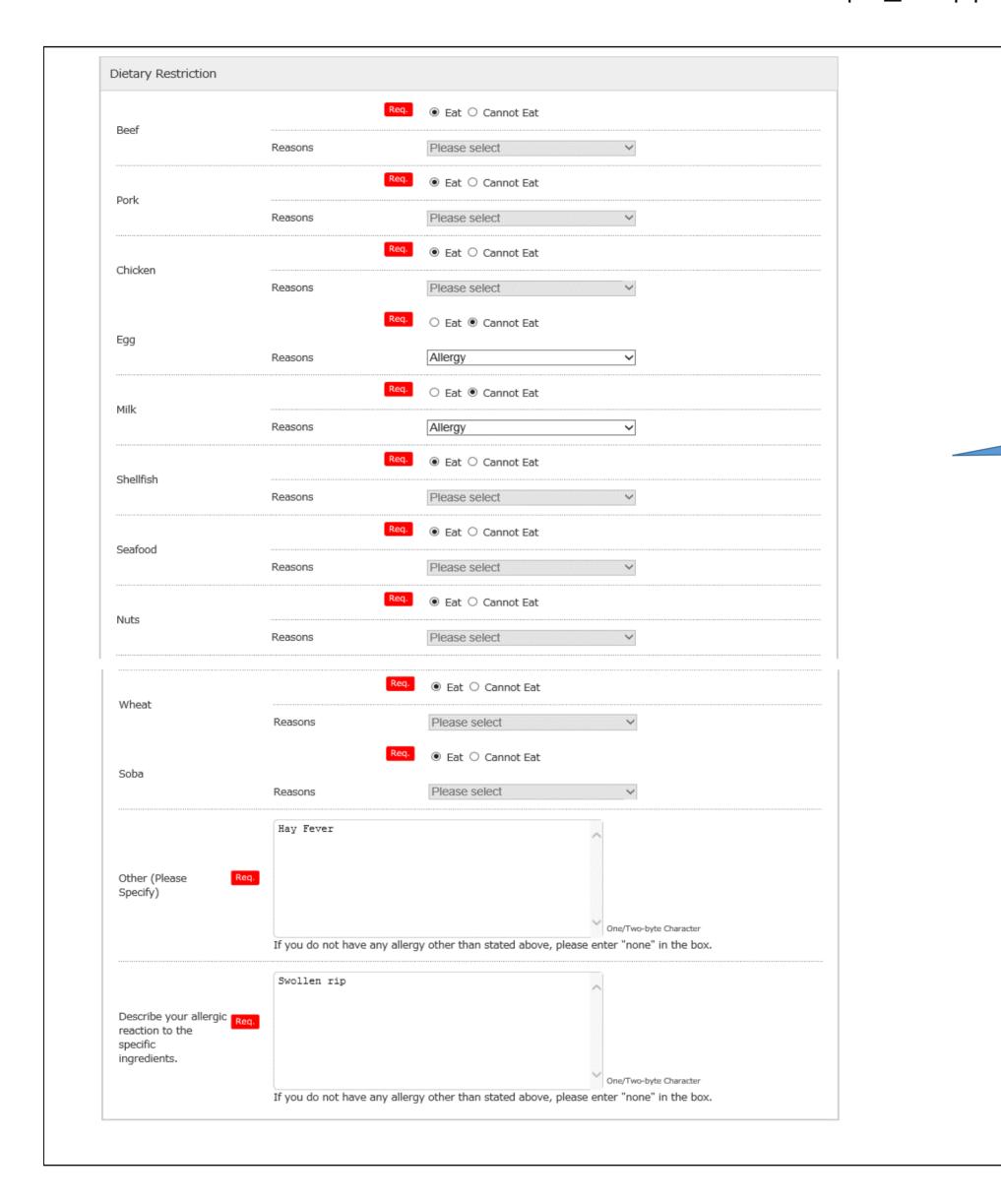
We'll consider this section when making housing arrangement.

	Name	Samurai	One/Two-byte Character		
#Family Member 1	Age	49	(HALF WIDTH)		
	Relationship	Father	One/Two-byte Character	One/Two-byte Character	
	Occupation	Teacher	One/Two-byte Character		
	Name	Hanako	One/Two-byte Character		
#Family Mambar 2	Age	48	(HALF WIDTH)		
#Family Member 2	Relationship	Mother	One/Two-byte Character		
	Occupation	Teacher	One/Two-byte Character		
	Name	Jiro	One/Two-byte Character		
#Family Member 2	Age	25	(HALF WIDTH)		
#Family Member 3	Relationship	Brother	One/Two-byte Character		
	Occupation	Teacher	One/Two-byte Character		

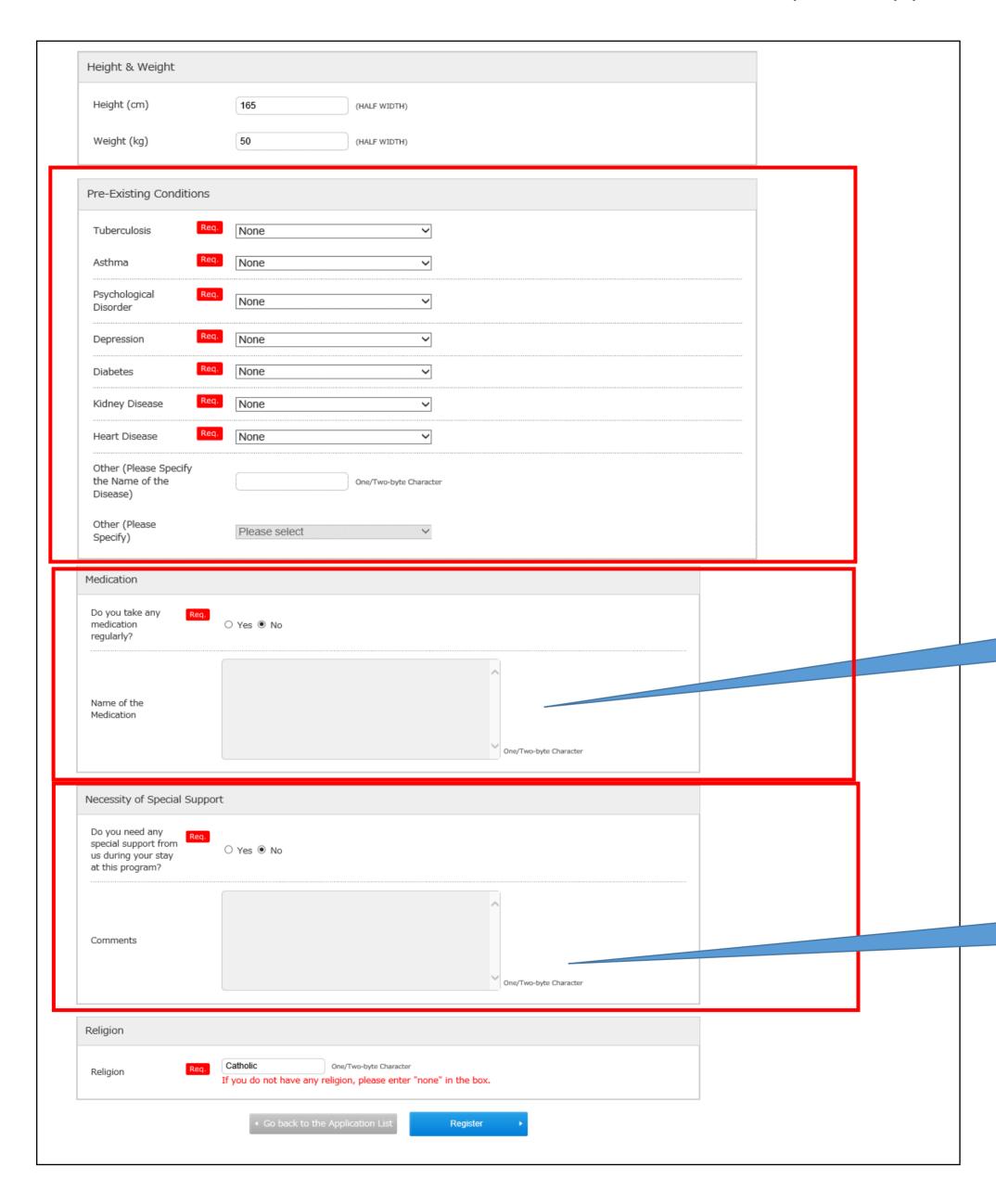
Fill out this section if you have any.



The required section will vary depending on your selection. If you need special care, please specify it in the comments.

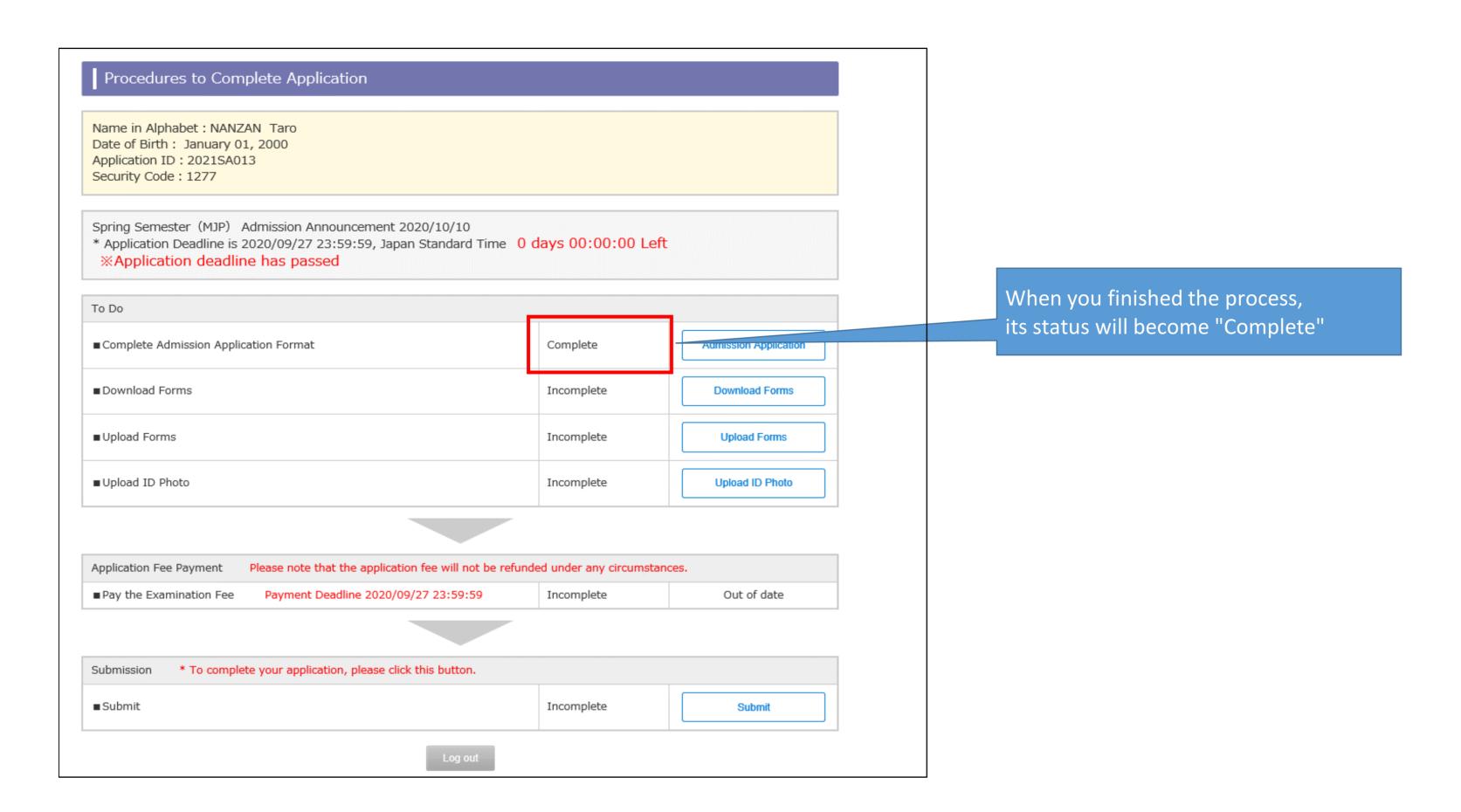


This information is used for housing arrangement. If you need special care, please specify it.

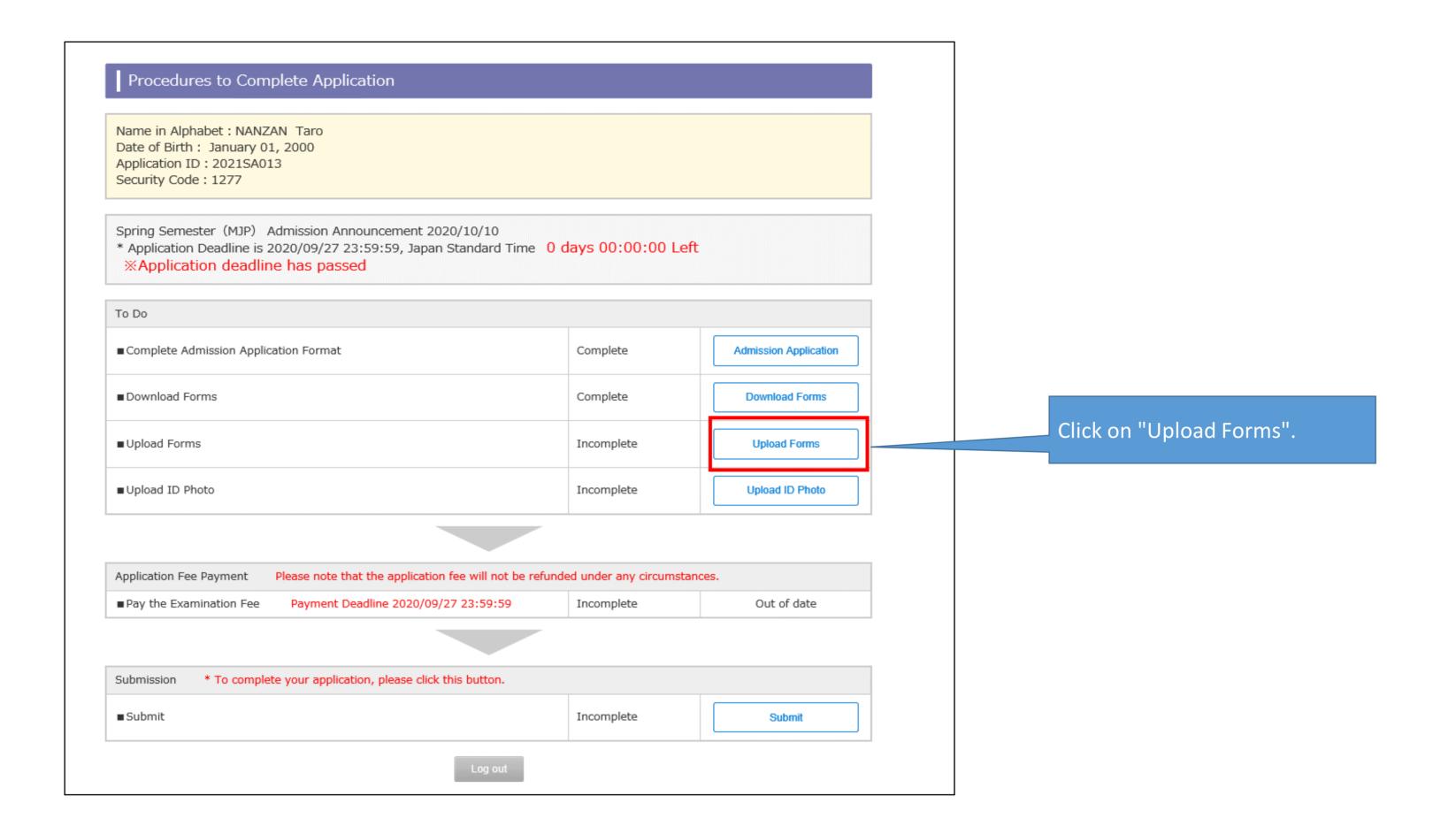


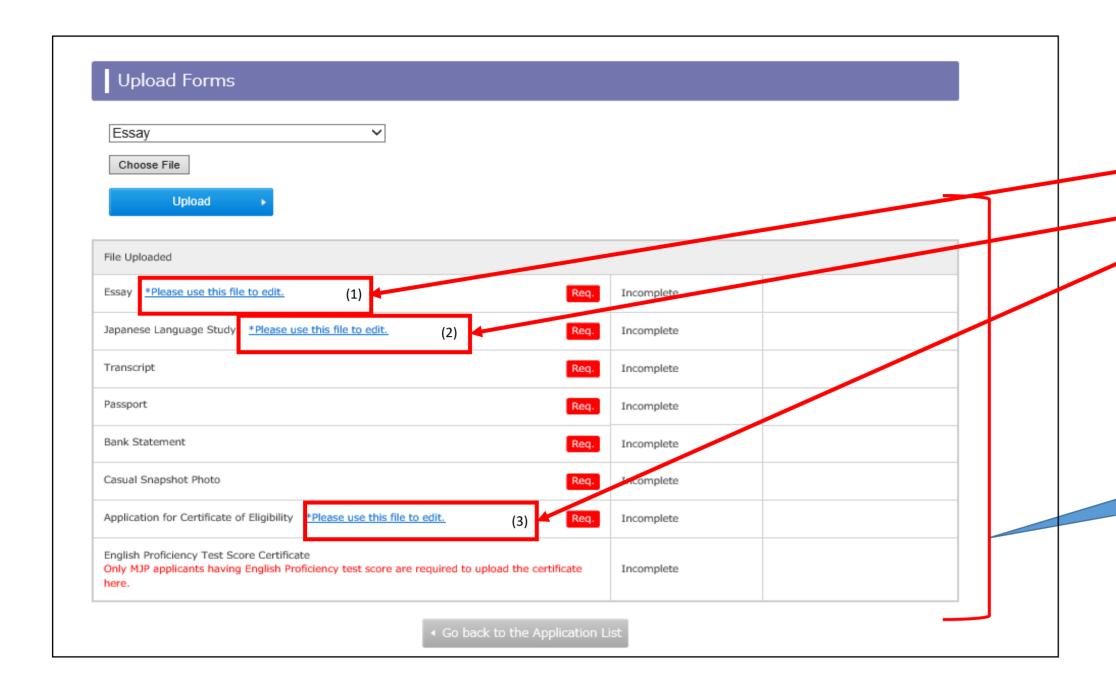
If you are taking medication, please specify the exact names.

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



Go To Step2_3. Upload Forms





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

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

For the Application for a Certificate of Eligibility (CoE), only Fall and Spring semester applicants are required to upload the form.

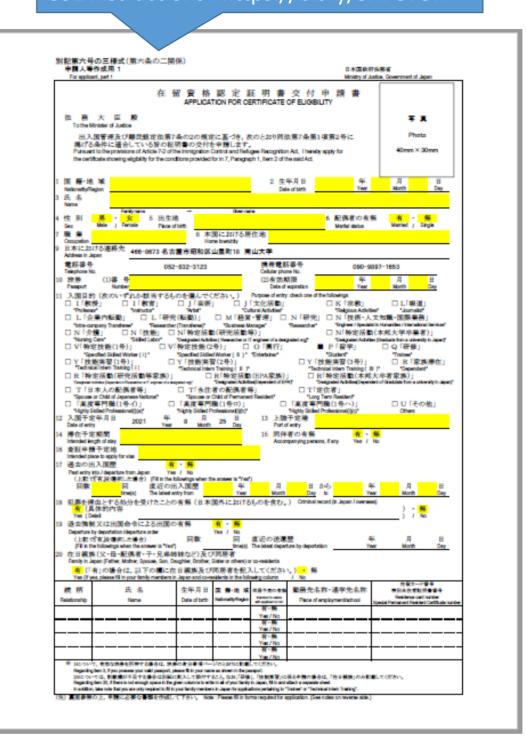
Essay Form
Fill out as much as possible
in English or Japanese

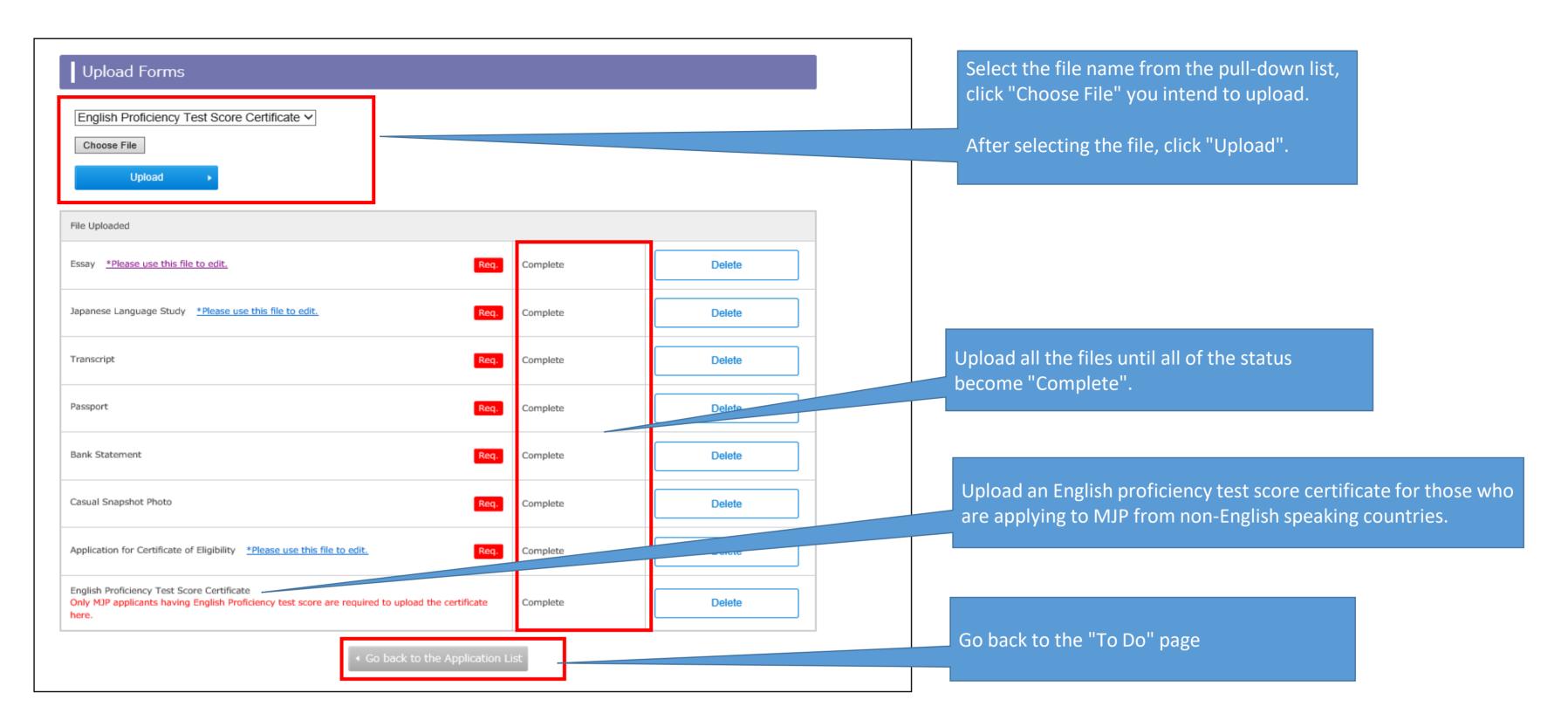
| Please write the reasons for choosing to study at CJS and your goals - 南山大学外国人留学生別科で勉強しようと思った理由と目標を書いてください。。

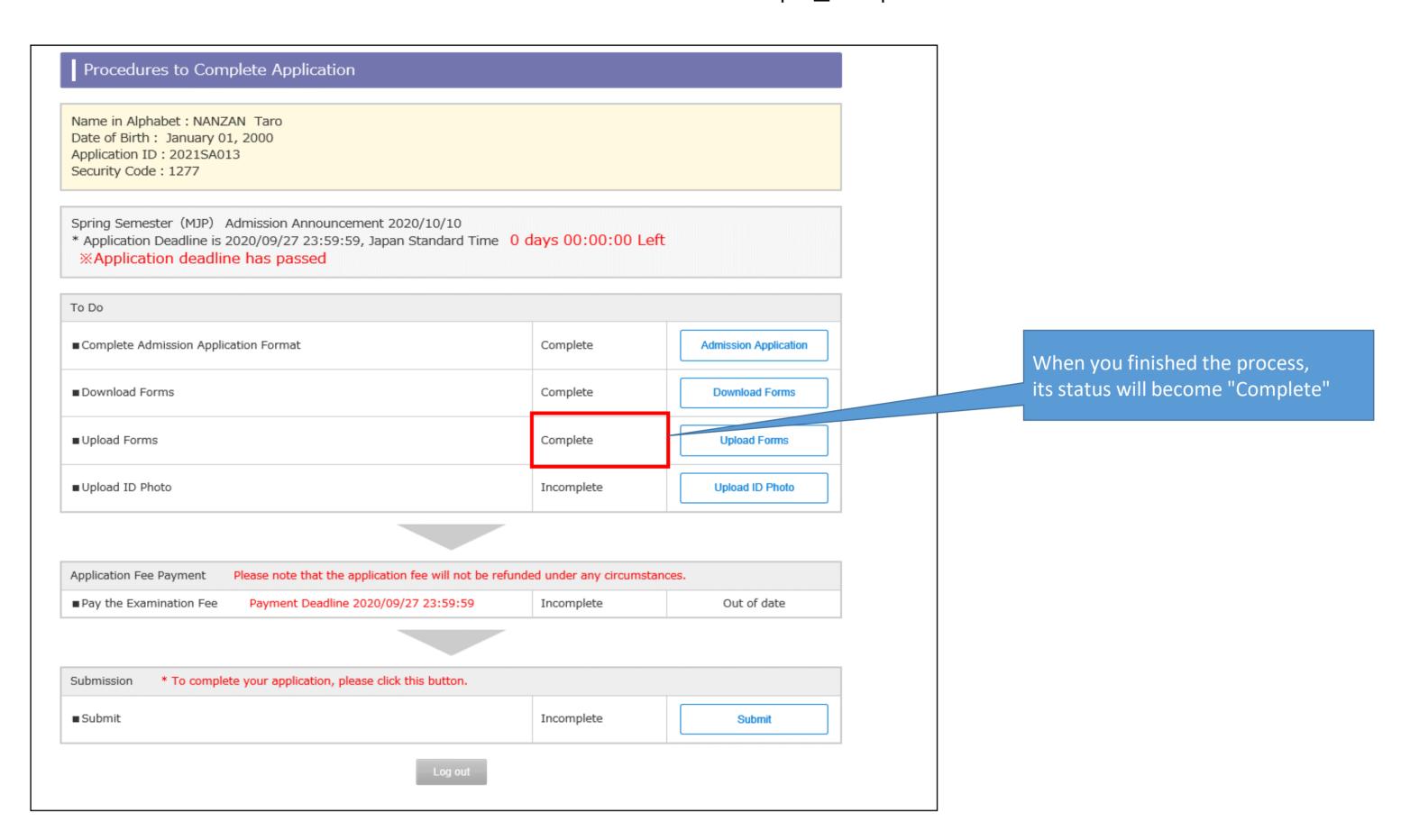
Japanese Study Information
Fill out your Japanese language studying information.

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

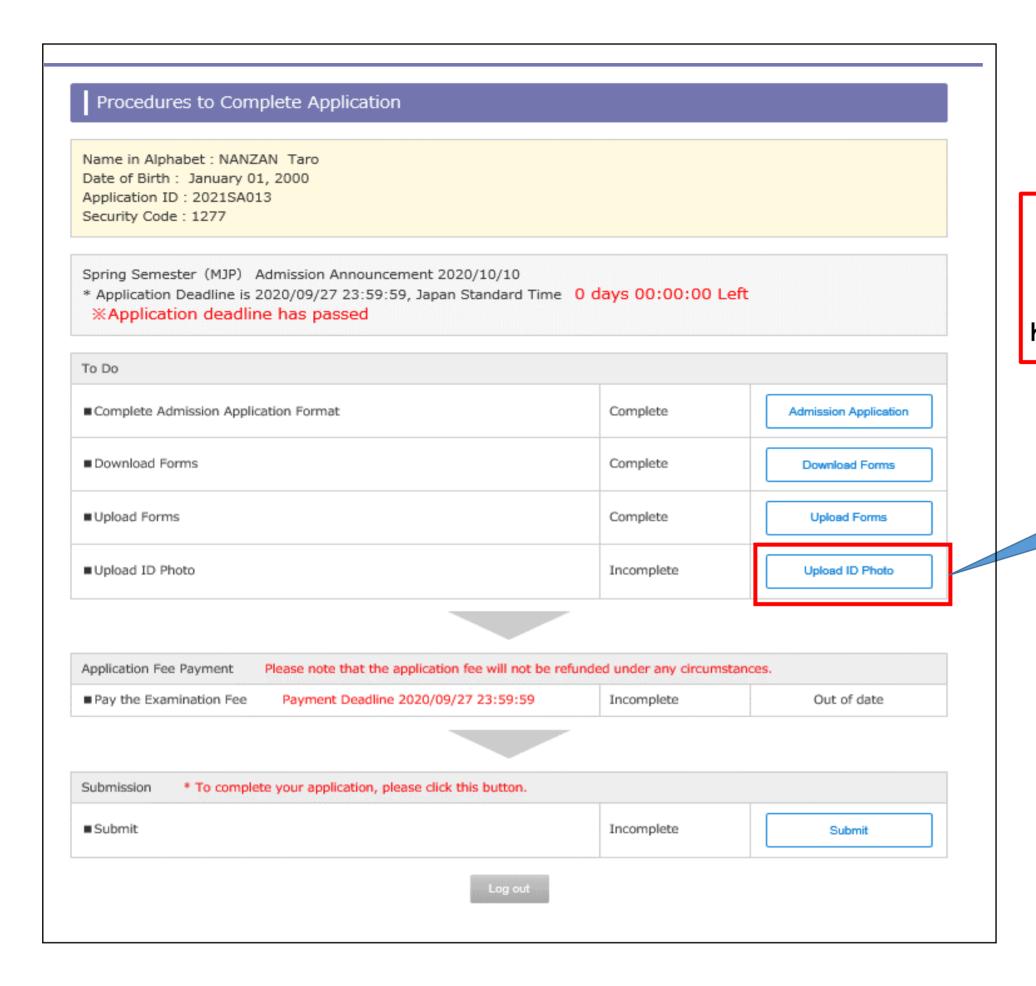






Go To Step2_4. Upload ID Photo

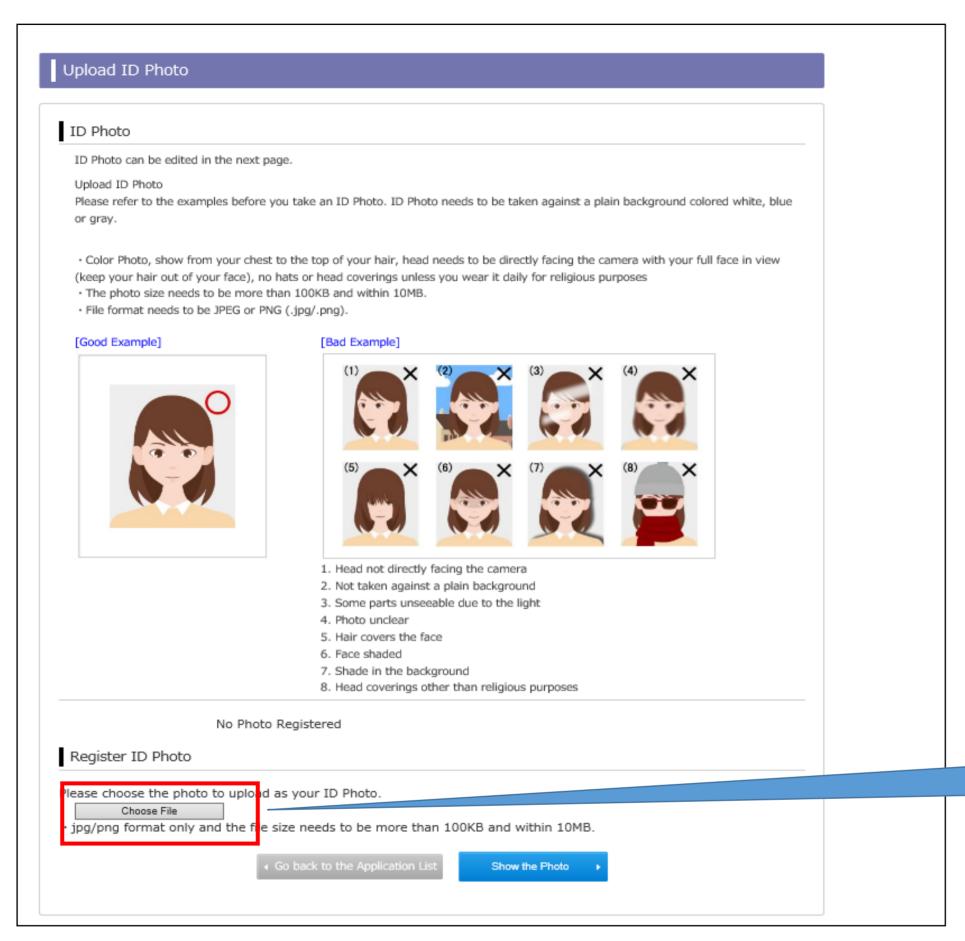
Step2_4.Upload ID Photo



- Do NOT use the same photo of your passport
- Check out the photo speficifications in the link below: https://www.moj.go.jp/isa/applications/status/photo_info_00002.html?hl=en

Click on "Upload ID Photo"

Step2_4.Upload ID Photo



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

No Photo Registered

Register ID Photo

Please choose the photo to upload as your ID Photo.

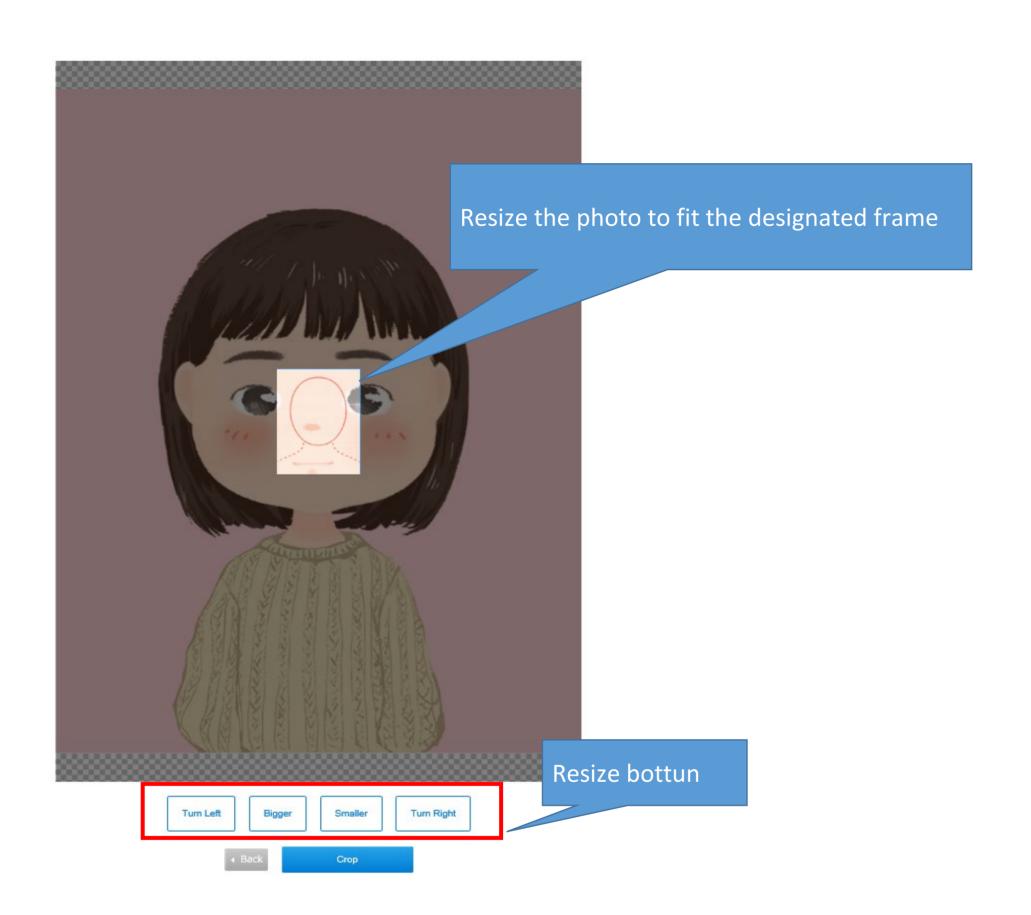
IMG_1210.JPG

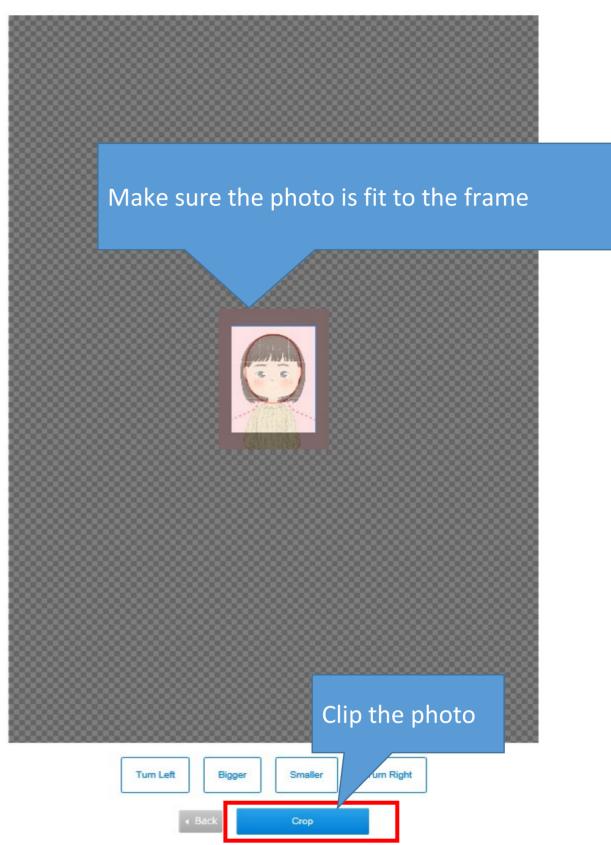
Choose File

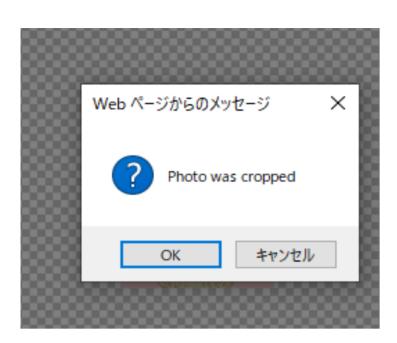
- jpg/png format only and the file size needs to be more than 100KB and within 10MB.

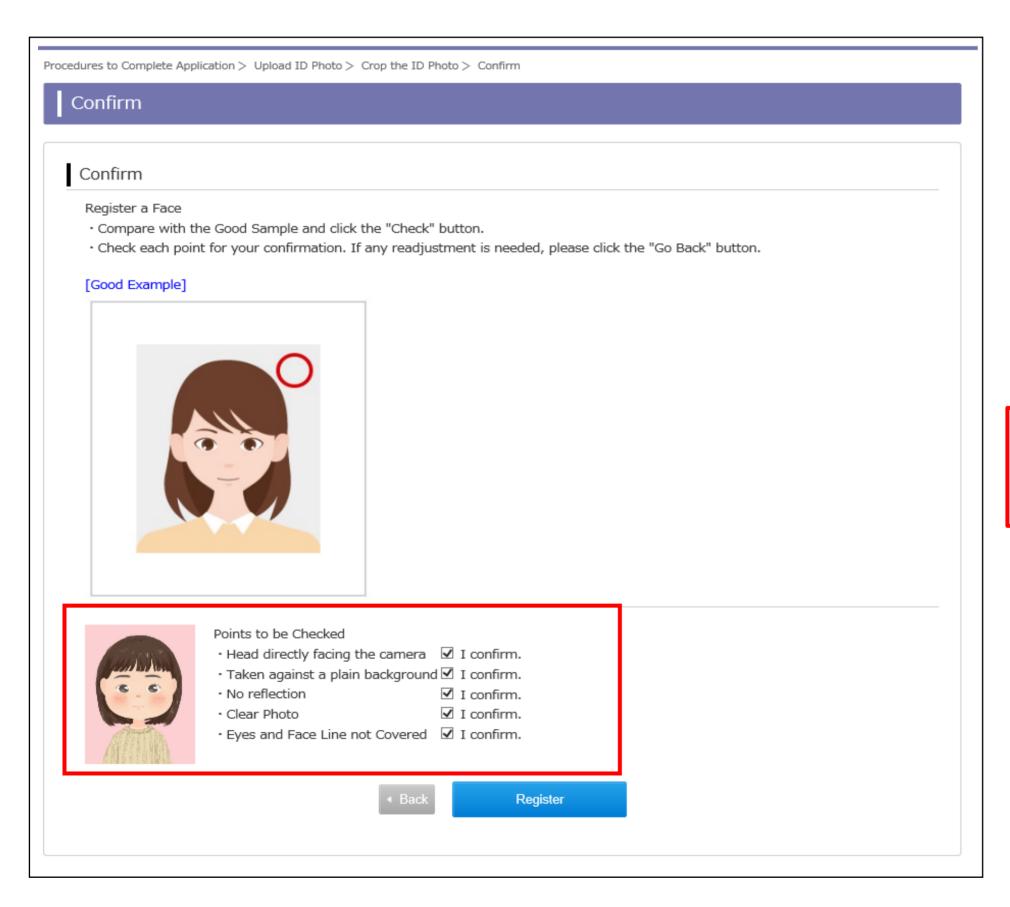
Show the Photo

To resize the photo, click on "Show the Photo"



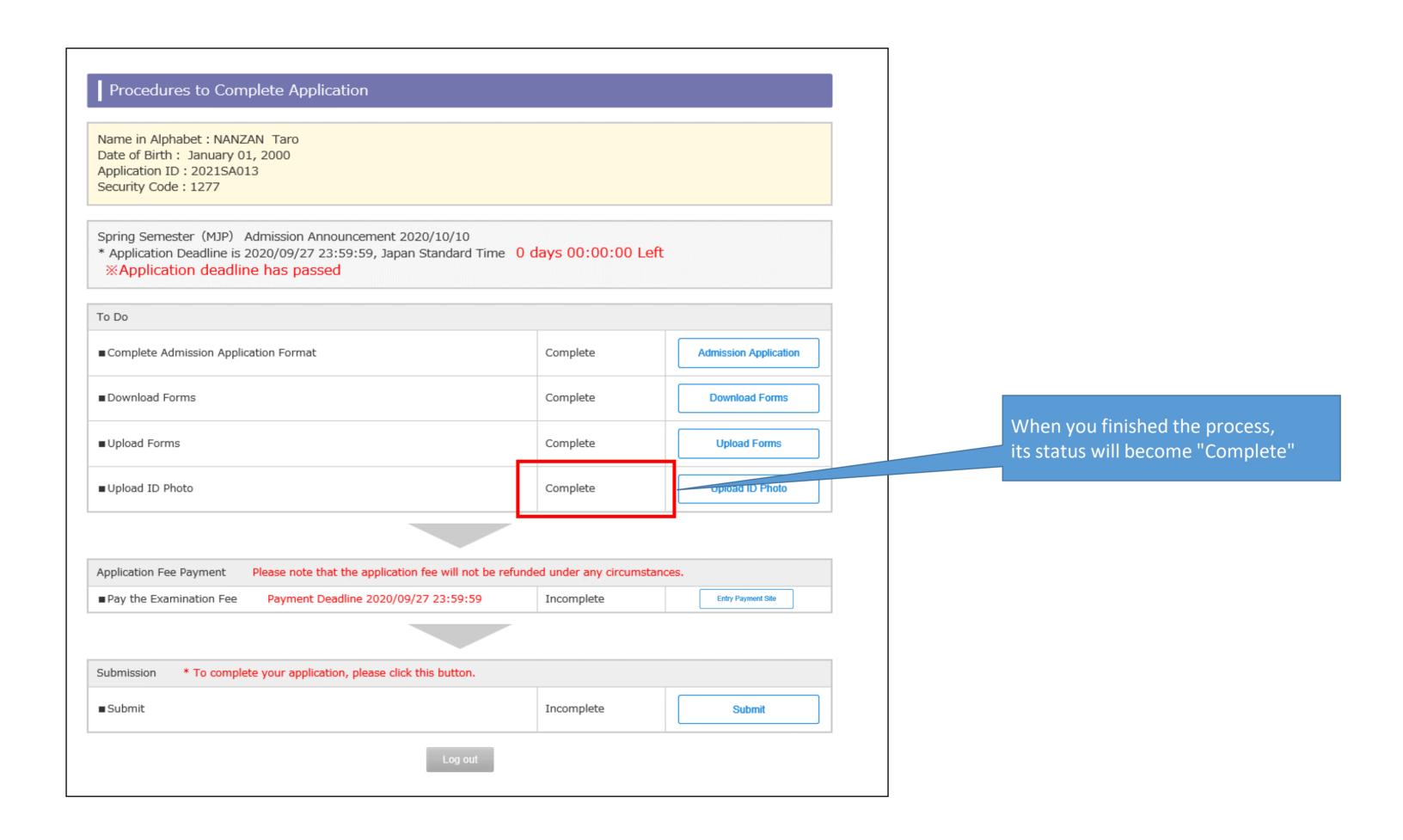






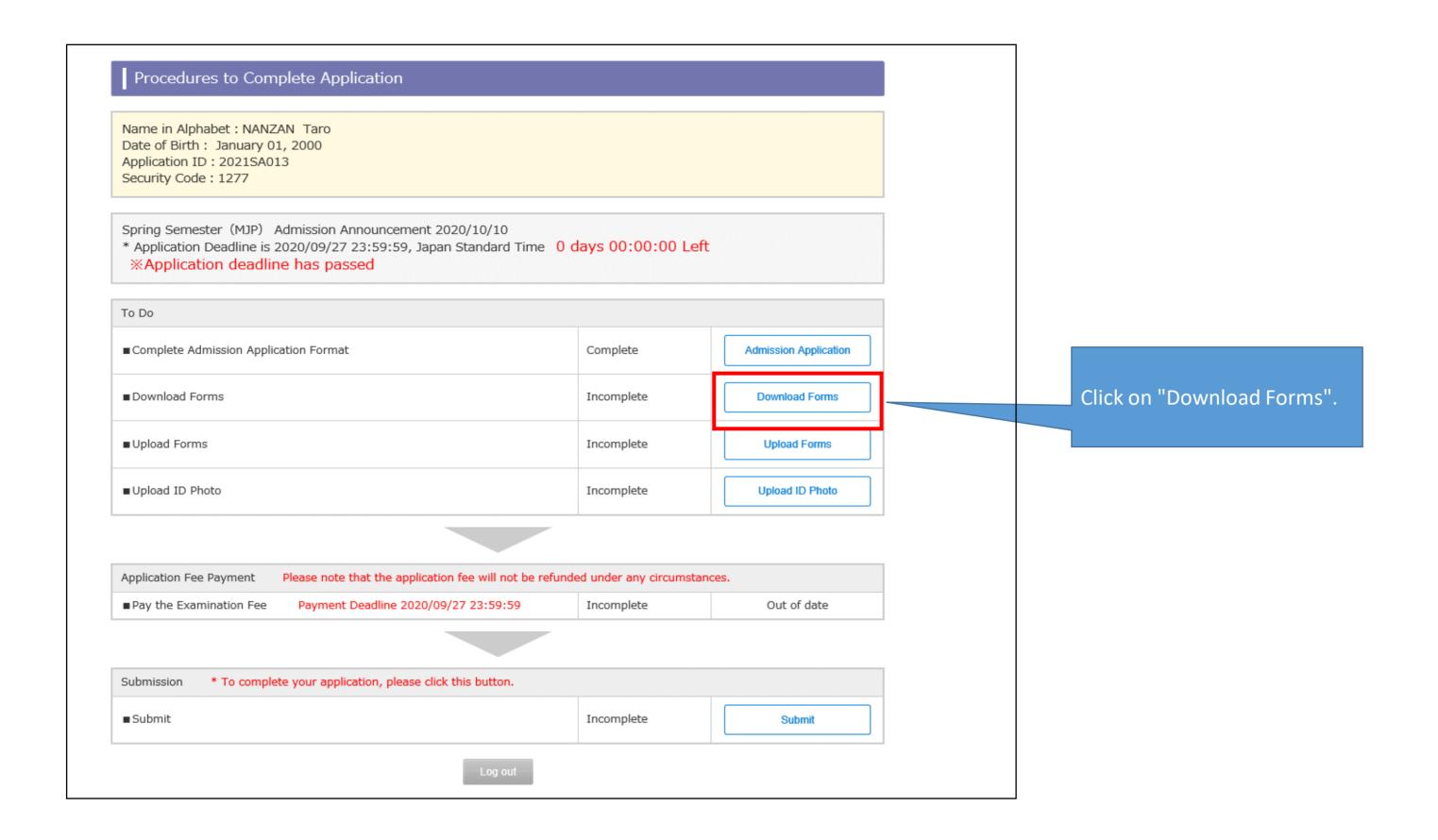
Make sure the photo can meet the following specifications, too.

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

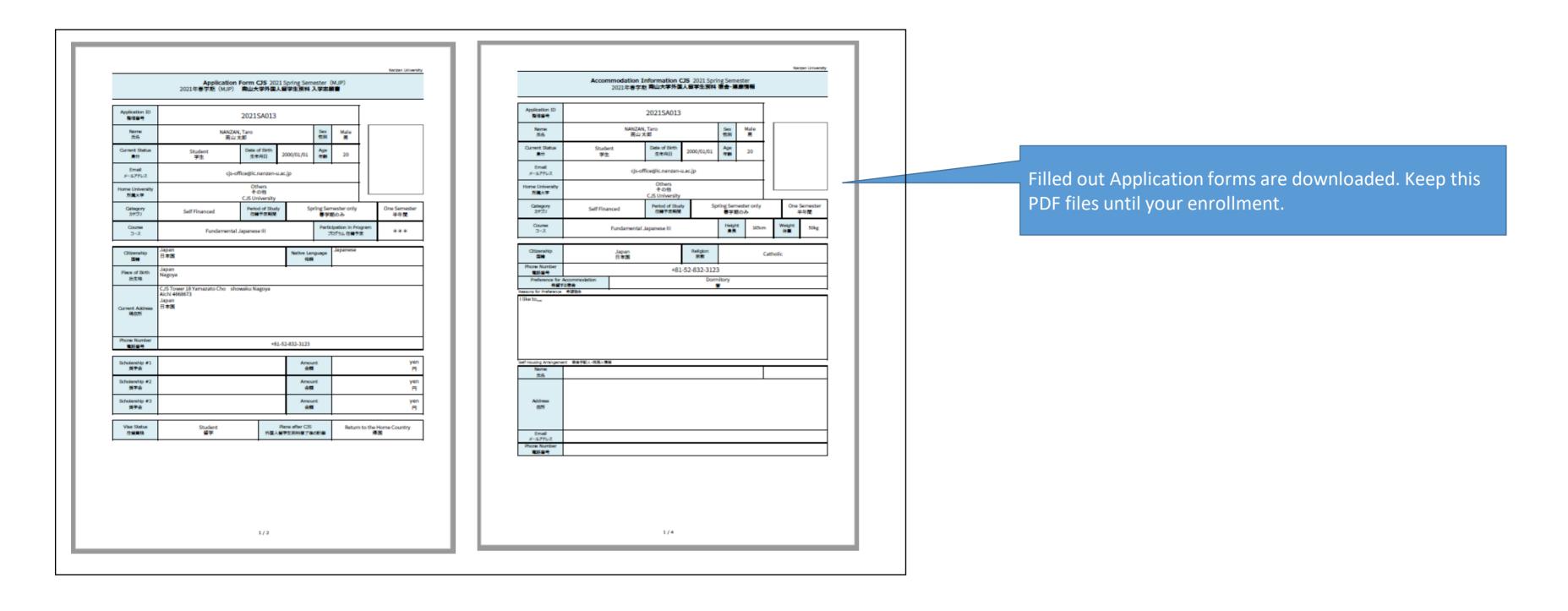


Go To Step2_5.Download Forms

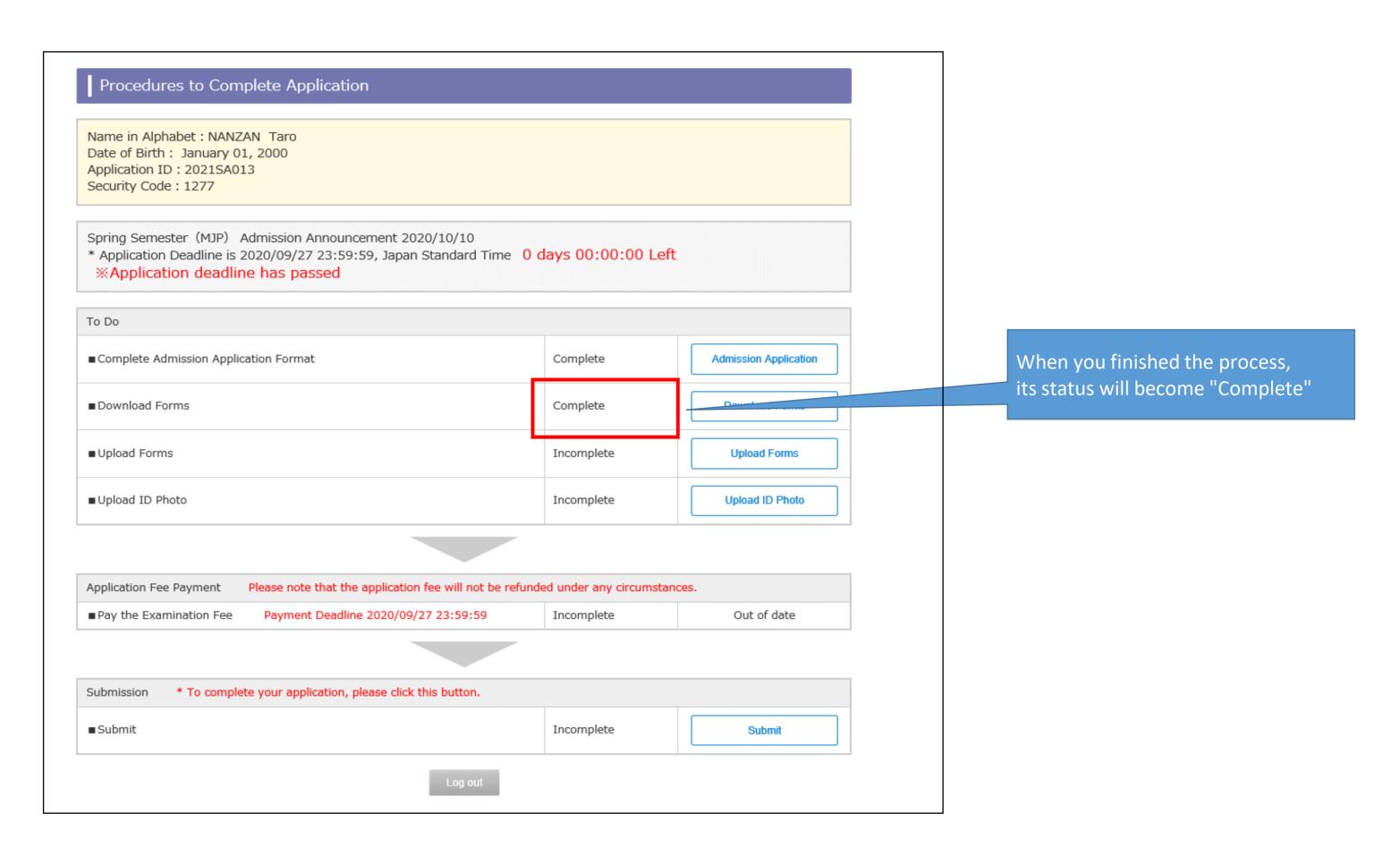
Step2_5.Download Forms



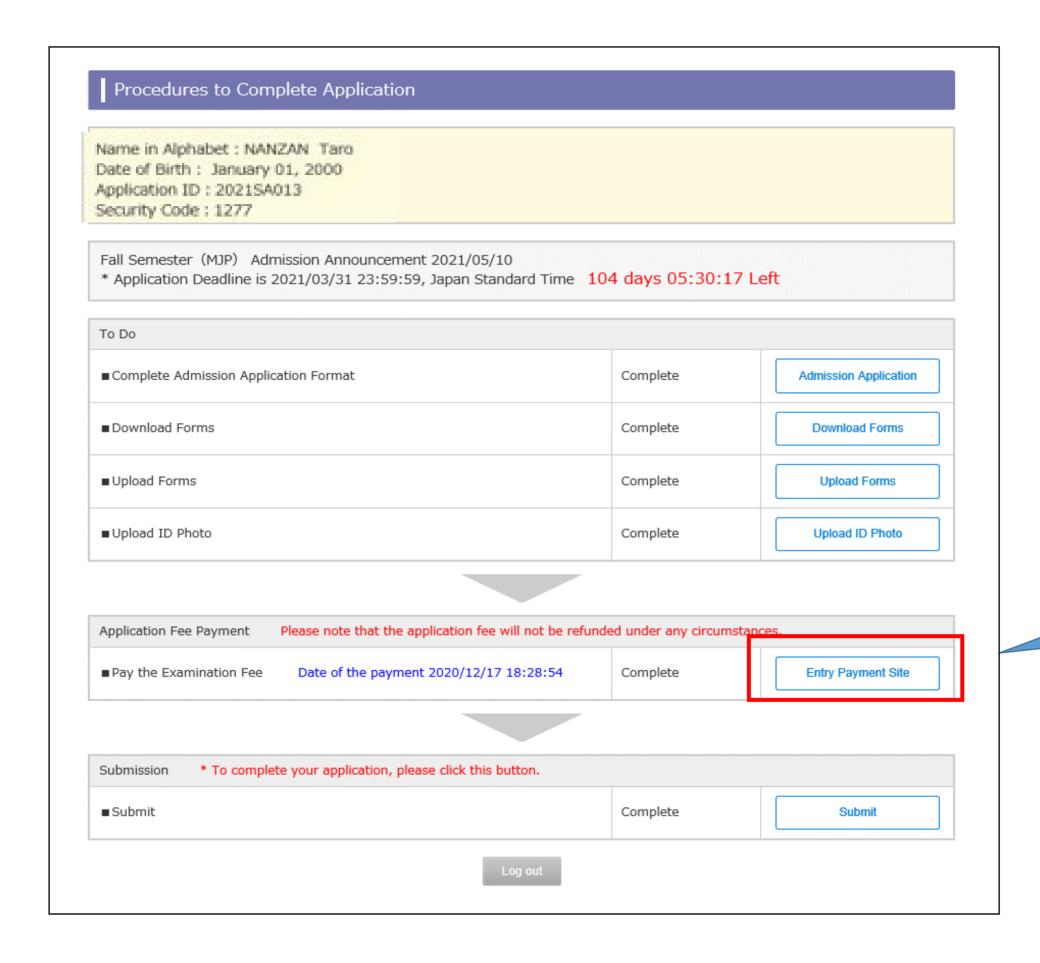
Step2_5.Download Forms



Step2_5.Download Forms



Go To Step3. Application Fees Payment

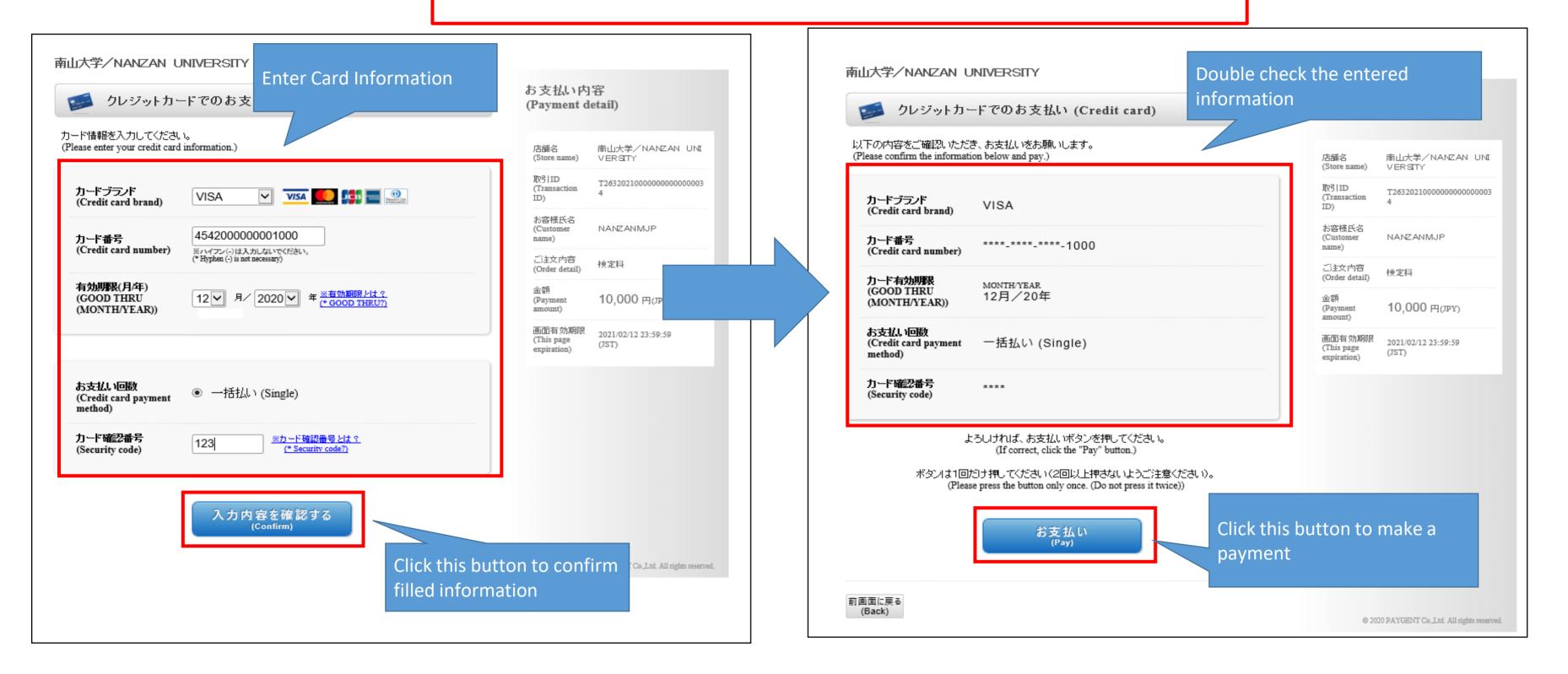


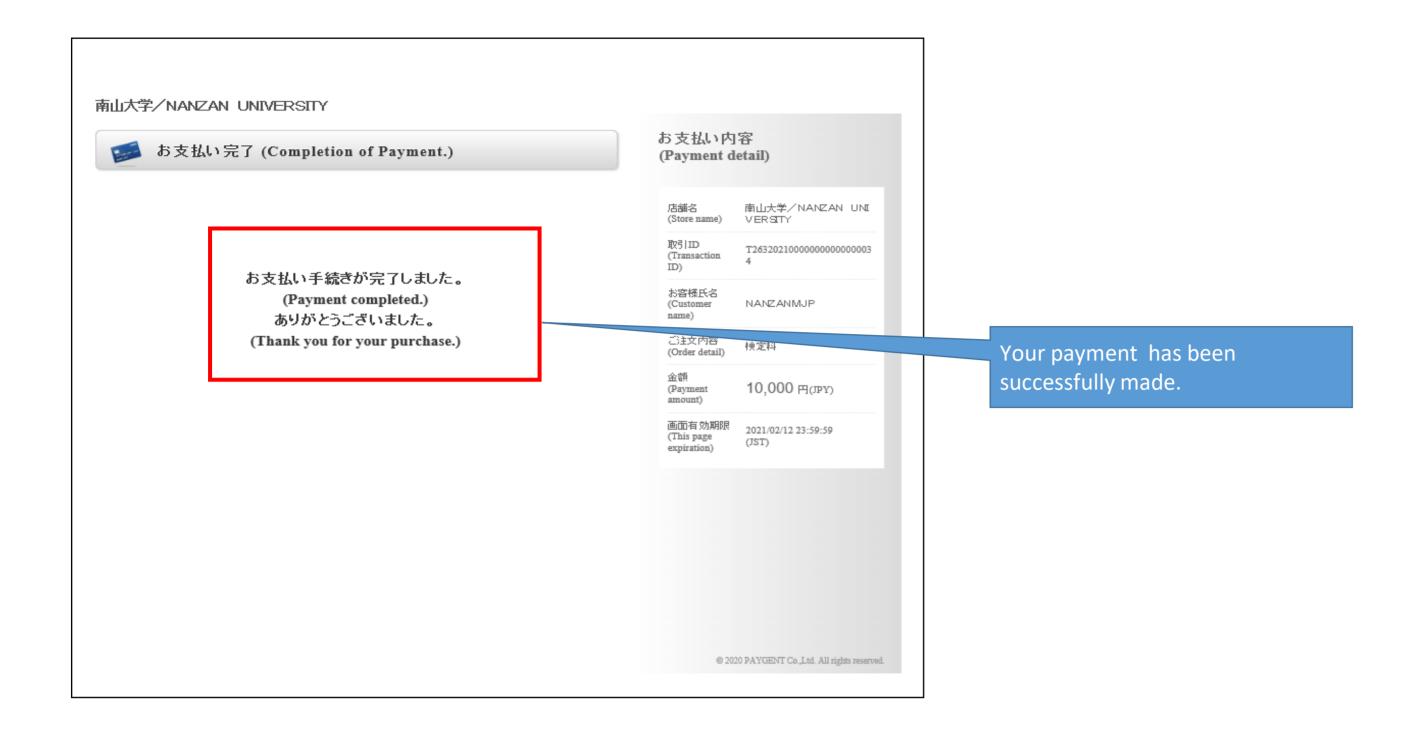
Self-Financed students are required to pay here.

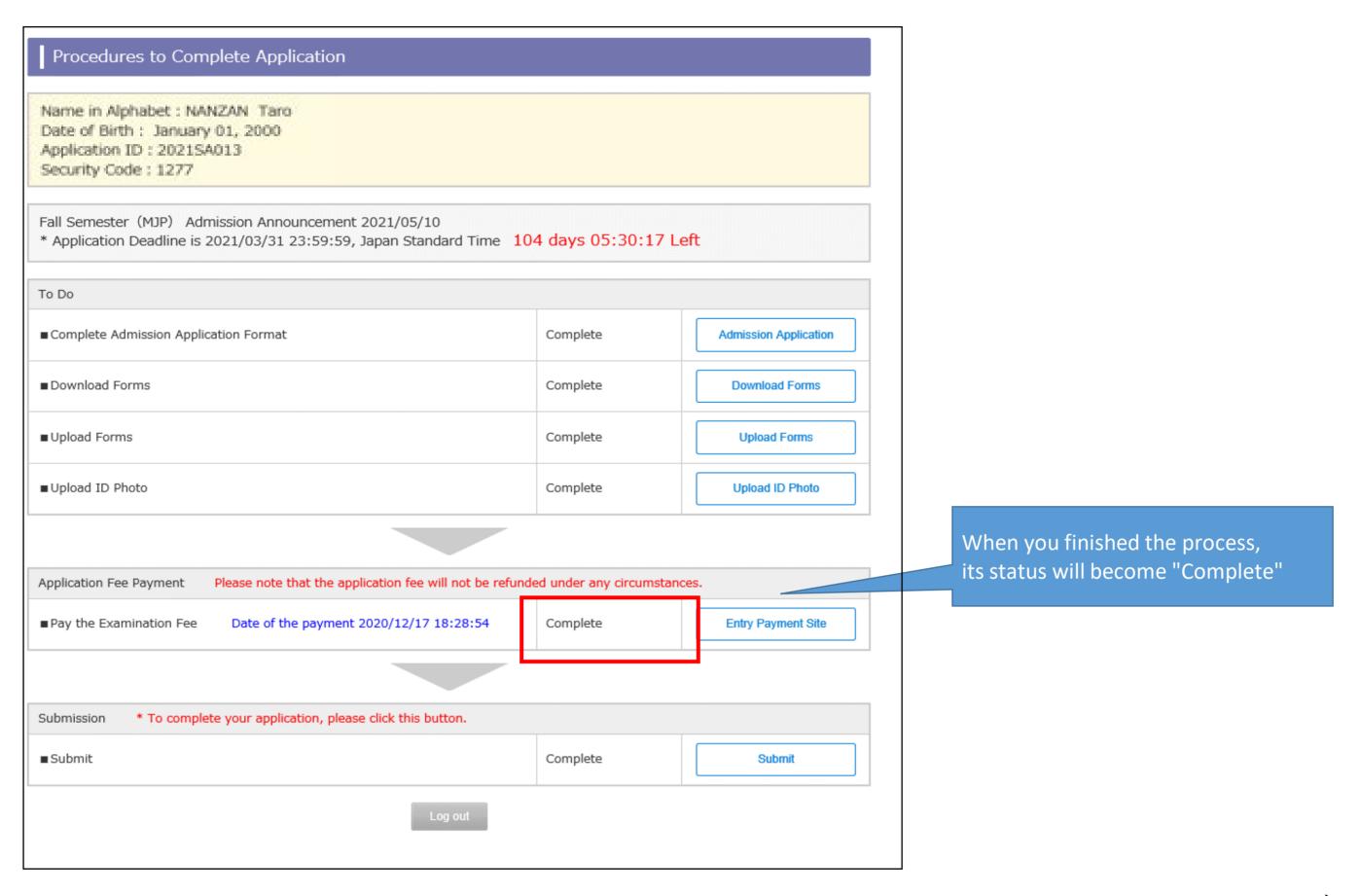
All applicants for the Fall and Spring semesters, except for self-financed students, and all applicants for the Summer Program may skip this section.

Click on "Entry Payment Site"

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

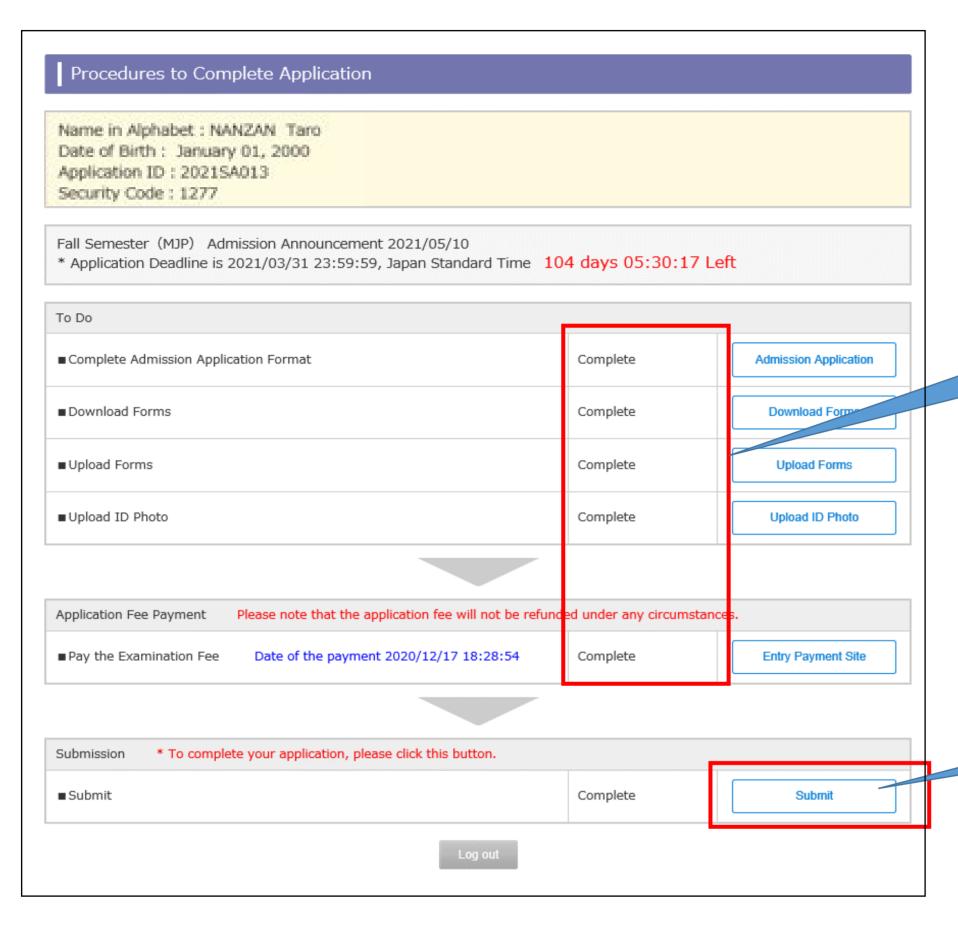






Go To Step4.Submit Online Application

Step4.Submit Online Application



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

Click on "Submit" to complete your application.

Online Application completed.

Please do not miss to send a Letter of Recommendation.