

日本女子大学 短期留学生出願手続要領
家政学部・文学部・人間社会学部・理学部

**Application Procedure for Enrolment as a Short-term International Student at
Japan Women's University**

Faculty of Home Economics, Faculty of Humanities,
Faculty of Integrated Arts and Social Sciences, Faculty of Science

A short-term international student is a female student enrolled at a four-year university or equivalent organization overseas who intends to graduate from her institution while studying for a fixed period in a department of one of the above faculties at this university.

A short-term international student can enroll either in February, April or September, for a period of attendance within one year.

Any individual who wishes to enroll as a short-term international student must carry out the following procedures.

Application deadline

September enrolment: May 1

February enrolment: September 1

April enrolment: November 1

Documents to be submitted

An individual who wishes to enroll as a short-term international student must submit the following documents. The prescribed forms marked with an asterisk* can be downloaded from

http://www.jwu.ac.jp/exchange/program_e/short_term/index.html

1. Application for enrolment as a short-term international student *
2. Personal history *
3. Health certificate issued within three months of the date of application*
The certificate can be issued in either Japanese or English.
4. An official transcript covering the entire period of attendance and a student registration certificate from the overseas university you are currently enrolled in.
The certificates can be issued in either Japanese or English.
5. A letter of recommendation from the head (or the equivalent individual) of the overseas university you are currently enrolled in.
(Can be issued in either Japanese or English)
6. Certificate of Japanese proficiency
(Can be issued in either Japanese or English; alternatively, the results of the Japanese Language Proficiency Test held by the Japan Educational Exchanges and Services (JEES) or the results of the subject "Japanese as a Foreign Language" from the Examination for Japanese University Admission for International Students

(EJU) held by the Japan Student Services Organization (JASSO) are also acceptable.)

7. Letter of guarantee *

8. Certificate of ability to pay tuition fees

(A balance certificate issued by a bank or the equivalent; issued within 3 months of the date of application. The certificates can be issued in either Japanese or English.)

9. Four Face photo 40mm x 30mm

10. Screening fee: 10,000 yen

Send Japanese yen in cash by mail or by overseas remittance (telegraphic transfer) to the following account.

The following items must be confirmed at the bank desk upon remittance:

1. Payment will be made by telegram transfer.
2. The remitting bank's charges, if any, are to be borne by the remitter.

PAYEE:	Japan Women's University
PAYEE'S ADDRESS:	2-8-1 Mejirodai, Bunkyo-ku, Tokyo 112-8681, Japan
PAYEE'S ACCOUNT NO:	0400804
PAYING BANK:	The Bank of Tokyo-Mitsubishi UFJ, Ltd.
NAME OF THE BRANCH:	Ikebukuro Branch
SWIFT ADDRESS:	BOTKJPJT

Inquiry and submission desk

International Office, Japan Women's University

2-8-1 Mejirodai, Bunkyo-ku, Tokyo

Postal code: 112-8681

Phone: 03-5981-3352

FAX: 03-5981-3353

E-mail: n-abroad@atlas.jwu.ac.jp

Examination results

September enrolment: Must be informed no later than June 30.

February enrolment: Must be informed no later than October 31.

April enrolment: Must be informed no later than December 31.

Enrolment procedure

Each individual who has received permission to enroll must submit the following documents no later than the designated date. Details will be provided when permission to enroll is granted.

1. Written pledge (as prescribed by this university)
2. Copy of the address indicated on the student identification card (as prescribed by this university)
3. Copy of Residence Card

Tuition fees and other fees

Each individual who has received permission to enroll must pay the tuition fees and other fees by the prescribed date.

Please inquire the tuition fees and other expenses of short-term students to the International Office by email.

Course registration

Each individual who has received permission to enroll must register for the courses no later than the specified date. This procedure can only be done by the student who is to undertake the course. Details will be provided when permission to enroll is granted.

Immigration procedure

Each individual who has received permission to enroll must carry out the proper immigration procedures and ensure that she is able to enter Japan no later than the date specified by the university.

Japan Women's University will not divulge personal information to any third party without the agreement of the individual concerned and will not use any documents that it has received for anything other than the stated purpose.