2023 Academic Year

Kansai University
Japanese Language and Culture Program
Preparatory Course (Bekka)

Admission Guide

April Admission 2023
Application Period: September 2, 2022 (Fri.) – September 26, 2022 (Mon.)

September Admission 2023
Application Period: April 3, 2023 (Mon.) – April 24, 2023 (Mon.)

Center for International Education
Kansai University

Kansai University Japanese Language and Culture Program Preparatory Course (Bekka) celebrates its 10th anniversary in 2022
Kansai University Japanese Language and Culture Program will follow the Japanese laws, guidelines, and other norms concerning the use of personal information (address, name, telephone number or personally identifiable information) provided by the applicant.

During the Online Registration, be sure to refer to the following website for more details about the use of personal information: www.kansai-u.ac.jp/ku-jpn/privacy/index.html
Kansai University

In 2022, Kansai University celebrates the 136th anniversary of its founding as one of the leading comprehensive universities in Japan. Kansai University is a comprehensive private university with 13 undergraduate programs, 13 graduate programs, and 2 professional graduate schools. There are approximately 30,000 students enrolled at the university including more than 1,200 international students.

All 6 campuses of Kansai University are located in Osaka, the largest city in Western Japan. Osaka is well-known throughout history as a metropolis, at the forefront in disseminating cultural information. Other important cities such as Kyoto, Nara, and Kobe are all located within an hour’s train ride, giving Kansai University’s international students many opportunities to explore Japanese history and culture.

I  Kansai University Japanese Language and Culture Program
Preparatory Course (Bekka)

1  Preparatory Course (Bekka)

Bekka students will study at the “Minami-Senri International Plaza” situated close (15 minute bike ride) to the main campus in Senriyama. Being approximately 30 minutes away from downtown Osaka by train, the Plaza is convenient, and nestled in a beautiful and quiet living environment. The “Minami-Senri International Plaza” opened in April, 2012. The building includes a well-equipped educational facility as well as a dormitory for international students.

2  Purpose

Kansai University Japanese Language and Culture Program Preparatory Course (Bekka) is in principle a one-year program. The purpose of this course is to provide instruction in the Japanese language, Japan studies, and Japanese culture to international students who intend to proceed to the next stage of education as a student at Kansai University or at other Japanese universities after passing the entrance examination. We have designed our course to meet the needs of Bekka students from basic language acquisition through to classes supporting academic courses.
3 Characteristics

Kansai University Japanese Language and Culture Program Preparatory Course (Bekka) has six important characteristics:

(1) Students will improve their ability to develop Japanese language proficiency and critical thinking skills needed for studying at undergraduate and graduate programs.

Japanese undergraduate and graduate schools expect students to have Japanese language competency to conduct academic studies. They also seek international students who demonstrate a high level of logical, analytical, and critical thinking skills coupled with practical ability in the Japanese language. Our course will provide a variety of classes to develop basic academic abilities and thinking skills in Japanese. Students can develop these skills by enrolling in classes which meet their needs while improving their Japanese language proficiency.

(2) Students will develop the ability to utilize information needed for studies at universities.

ICT (Information and Communication Technology) is an essential part of daily and university life in contemporary society. ICT is the core of Bekka education and it offers extensive learning opportunities with e-learning in and out of the classrooms. Students will develop information literacy skills as well as Japanese language proficiency.

(3) Students will be assisted to continue their studies at Kansai University after the Japanese Language and Culture Program.

There are several systems available for the students who intend to study at Kansai University. They are as follows:

• Those students who have sufficient Japanese proficiency to understand lecturers at university level are able to audit or register some classes in Kansai University’s regular programs. These include classes in both undergraduate and graduate levels.
• Many graduate and undergraduate programs offer entrance examinations for candidates recommended by Bekka.
• Financial aid which constitutes a 50% reduction in the admission fee is available to Bekka students who intend to proceed to Kansai University.

Also, students are eligible to consult with an academic adviser regarding further education (going to the university/graduate school).

(4) Students will become a part of the Kansai University community.

Students enrolled in the Bekka will be immersed in school life as a member of the Kansai
University community. Students will learn the Japanese language and culture in the university environment, and experience Japanese society through their daily life. Each student will be issued with student ID to use facilities at Kansai University such as the library, IT Center, and gym. Also, students can join university club activities with prior application screening.

(5) Students will enjoy life with other students from diverse backgrounds at the Minami-Senri International Plaza Dormitory.

The Minami-Senri International Plaza contains a modern educational facility for Bekka students as well as a dormitory equipped with the well-equipped facilities for international students. All Bekka students who wish to live in this dormitory are eligible to do so for one year. In this dormitory, resident assistants selected from regular students at Kansai University are assigned to each unit in order to support dormitory residents.

(6) Students will develop intercultural adaptation through cultural exchange with students of Kansai University or people from the local community.

Minami-Senri International Plaza is a venue for study, for living and also for cultural exchange with people from the local community. Students will develop intercultural flexibility and learn how to live together within the Japanese community, as well as sharing their own cultures through attending activities at the “Intercultural Exchange Plaza.”

4 Period of Study and Entrance / Graduation Schedule

The period of study is one year in principle, but it can be extended up to two years at maximum with permission from the Center for International Education. The course employs the semester system so that students can enter and graduate from the course in either the Spring (April - September) or the Fall (September - March) Semester.

5 Classes

The Bekka program is led by seven full-time instructors with a Ph.D. or a master’s degree, as well as, excellent instructors with extensive education and research experiences.

(1) Curriculum

**First Group: Japanese Language Class**

These classes are designed to develop the four basic language skills (reading, writing, listening, and speaking) in accordance with the student’s level of Japanese proficiency. The course also provides classes to prepare Bekka students for the Japanese-Language Proficiency Test (JLPT)
and The Examination for Japanese University Admission for International Students (EJU).

NOTE: A placement test will be conducted in order to decide which level each student will begin.

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Reading] Japanese I, II, III, IV, V, VI</td>
<td>2 (each)</td>
</tr>
</tbody>
</table>

### Second Group: Special Lectures or Seminar

In principal, Academic Japanese Classes are for students who are enrolled in the First Group Japanese Language Class Level 4, or those who have a higher Japanese language proficiency level, the course provides special training to develop knowledge about technical terms and academic skills. Students will work on writing coherent reports, and delivering oral presentations utilizing appropriate academic expressions.

Intensive Japanese provides preparation for Japanese Language Proficiency Test (JLPT) or Examination for Japanese University Admission for International Students (EJU) as well as the entry to Japanese universities at undergraduate and graduate levels.

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Japanese Classes AI, AII, AIII, BI, BII, BIII</td>
<td>4 (each)</td>
</tr>
</tbody>
</table>

### Third Group: Japan Studies

The class is designed to develop understanding of basic knowledge required in everyday life in Japan through lectures and other activities.

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Japan Studies</td>
<td>4</td>
</tr>
</tbody>
</table>
Fourth Group: Japanese and the World

The class conducts in-depth studies on Japanese politics, society, economics, geography and history. This class also provides preparation for the “Japanese and the World” topic in the Examination for Japanese University Admission for International Students (EJU). In principal, the Fourth Group classes are intended for those students who are enrolled in Level 4 or higher in the First Group: Japanese Language Class.

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Japanese &amp; the World I, II</td>
<td>4 (each)</td>
</tr>
</tbody>
</table>

Fifth Group: General Subject

This class is designed to enhance academic ability that is required in academic studies at undergraduate or graduate school such as English, Mathematics, and Science.

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English I, II, III</td>
<td>2 (each)</td>
</tr>
<tr>
<td>Mathematics I, II</td>
<td>2 (each)</td>
</tr>
<tr>
<td>Physics, Chemistry, Biology</td>
<td>2 (each)</td>
</tr>
</tbody>
</table>

(2) Certification Requirements

Students who enrolled in the course for a calendar year, and have earned 32 or more credits, will be recognized as having completed the course and will be awarded a certificate of completion.

(3) Academic Calendar 2022 (for reference)

<table>
<thead>
<tr>
<th></th>
<th>Spring Semester (April – September)</th>
<th>Fall Semester (September – March)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrance Ceremony</td>
<td>April 2, 2022</td>
<td>September 24, 2022</td>
</tr>
<tr>
<td>Orientation</td>
<td>April 1 – 7, 2022</td>
<td>September 21 – 29, 2022</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>April 8, 2022</td>
<td>September 30, 2022</td>
</tr>
<tr>
<td>Classes End</td>
<td>July 28, 2022</td>
<td>February 2, 2023</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>July 29 – 30, 2022</td>
<td>February 3 – 4, 2023</td>
</tr>
<tr>
<td>Intensive Japanese</td>
<td>August 22 – September 2, 2022</td>
<td>February 13 – 27, 2023</td>
</tr>
<tr>
<td>Graduation Ceremony</td>
<td>September 9, 2022</td>
<td>March 10, 2023</td>
</tr>
<tr>
<td>Semester Ends</td>
<td>September 20, 2022</td>
<td>March 31, 2023</td>
</tr>
</tbody>
</table>
II Admission Guide

1 Student Enrollment

Number of students to be admitted: 130 students in total for April and September Admissions

2 Qualifications

Those who satisfy all of the following conditions (1) through (3).

(1) Those who with foreign nationality.

(2) Those who fall under any of the following ① through ⑤.

① Those who have completed 12-year curriculum of schooling in their home country or expect to complete their education before entering the Japanese Language and Culture Program Preparatory Course (Bekka).

② Those who have passed a national examination (including examinations equivalent to national examinations) in a foreign country which certifies that the persons have academic ability equivalent to or higher than that of persons who have completed 12 years of school education, and who will reach 18 years of age by the date of enrollment.

③ Those who have acquired any of the international qualifications for admission to a university (International Baccalaureate, GCE A-Level, Abitur, Baccalaureate) in a foreign country.

④ Those who have completed 12 years of study at an educational institution in a foreign country that has been certified by an international evaluation body (WASC, ACSI, CIS) for educational activities, etc.

⑤ Those who are recognized by Center for International Education, Kansai University as having the same or higher qualifications as ① through ④, and will reach 18 years of age by the date of enrollment.

※If your home country has such as an 11-year education system, please contact us separately. Students who are from such a system can apply for the course when The Ministry of Education, Culture, Sports, Science and Technology (MEXT) acknowledges it as having an equivalent level of education.

※If you possess dual nationality with Japan and other country, please notify us in advance.

(3) Those who have studied Japanese language for more than a year (more than 300 hours) or have Japanese language proficiency equivalent to Japanese-Language Proficiency Test (JLPT) N4 level at the time of application for the course.

※In principle, those who have studied for more than a year at an educational institution in Japan at the time of entry into this course are not allowed to apply.
3 Schedule (Admission of 2023 academic year) ※subject to change

<table>
<thead>
<tr>
<th></th>
<th>April Admission</th>
<th>September Admission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee Deadline</td>
<td>Must be received by September 26, 2022</td>
<td>Must be received by April 24, 2023</td>
</tr>
<tr>
<td>Online Registration Deadline</td>
<td>September 26, 2022</td>
<td>April 24, 2023</td>
</tr>
<tr>
<td>Acceptance of Application Package</td>
<td>Must be received by September 26, 2022</td>
<td>Must be received by April 24, 2023</td>
</tr>
<tr>
<td>Interview</td>
<td>Late October, 2022</td>
<td>Late May, 2023</td>
</tr>
<tr>
<td>Notifications of Results</td>
<td>Mid-November, 2022</td>
<td>Mid-June, 2023</td>
</tr>
<tr>
<td>Admission Fee and Tuition Deadline</td>
<td>Late November, 2022</td>
<td>Late June, 2023</td>
</tr>
<tr>
<td>Visa Application Deadline</td>
<td>February, 2023</td>
<td>August, 2023</td>
</tr>
<tr>
<td>Entry into Japan</td>
<td>Late March, 2023</td>
<td>Late September, 2023</td>
</tr>
<tr>
<td>Entrance Ceremony</td>
<td>Early April, 2023</td>
<td>Late September, 2023</td>
</tr>
</tbody>
</table>

4 Application Fee and Payment Method

(1) Application Fee JPY20,000

The Application Fee once received is not refundable. However, a refund may be granted under the following limited conditions.

- When one has paid beyond the prescribed amount (including double payments).
- When the University does not approve the application due to inadequate application documents or insufficient eligibility after the application fee has been paid.

※ When refunding the application fee to the bank account outside of Japan, all the fee incurred must be heard by the applicant.

(2) Payment Period

April Admission: September 2, 2022 (Fri.) – September 26, 2022 (Mon.)

September Admission: April 3, 2023 (Mon.) – April 24, 2023 (Mon.)

※ Payment is NOT accepted outside of the above mentioned designated period. The payment must reach our bank account by the deadline.

(3) Payment Method

Make your remittance request in the name and address of the applicant.

Payment from outside of Japan

Due to high bank transfer fees and other complications, students paying fees from outside of Japan are encouraged to pay by credit card when possible. If a credit card is not available or the applicant finds it difficult to pay by credit card, follow the procedures for payment using funds transfer.

① Payment by Credit Card

For detailed procedures refer to the guidelines on the next page. Please note that the guidelines and this website are available only in Japanese.

※ Important Information Regarding the Payment by Credit Card

---7---
Webから申し込み〜お支払い（クレジット決済）
以下のURLにアクセスし、一覧から本学を選択後、画面の指示に従って申込みに必要な事項を入力してください。
※下記の手順が変更されることがあります。画面の手順に従って入力してください。

https://www3.univ-jp.com/

1. トップページ
   支払カテゴリから「受験料・選考料のお支払い」の「大学・短期大学」を選択

2. 学校選択
   学校一覧から「関西大学 留学生別科」を選択

3. ご利用にあたって
   内容を確認し「次へ進む」をクリック

4. 申込内容の選択・表示
   「別科入学試験」を選択し「次へ進む」をクリック
   表示された申込内容を確認し「次へ進む」をクリック

5. 共通個人情報取得
   出願者本人の基本情報を入力してください。
   個人情報の取扱いを確認後、チェックを入れて「次へ進む」をクリック

6. 入力内容の確認・確定
   入力した全ての内容を確認し「次へ進む」をクリック
   受付番号が表示されます。確認し「次へ進む」をクリック

7. お支払い手続き・カード情報の入力・手続き完了
   内容を確認し「お支払い手続きへ進む」をクリック
   ※カード番号の桁数は利用されるクレジットカードにより異なります。
   ※お支払いされるカードの名義は出願者本人でなくても構いません。

出願

入学検定料振込証明書（添付用紙（様式④）に記載されている「クレジットカードで納入した場合」のボックスを○で囲ってください。納入日を記入してください。

■納入期限

| 2023年 4月入学 | 2023年 9月入学 |
| 2022年 9月2日（金）〜9月26日（月） | 2023年 4月3日（月）〜4月24日（月） |

※手続きの手順は変更となる場合があります。
• The name of credit card holder can differ from that of the applicant.
• Make sure to enter **the applicant’s information** on the data entry page (**Kihon Nyuryoku Gamen**).
• When entering the applicant’s name on the data entry page (**Kihon Nyuryoku Gamen**), fill in the name using **Katakana (double-byte encoding)**. The family name should come before the first or given name (e.g., ブラウン メアリー).
• Make sure that the payment is completed no later than **23:00 (11:00 P.M.)** Japan time on the day of the deadline.
• A handling fee of JPY440 is charged in addition to the application fee (The amount of handling fee is subject of change).
• If the payment is not processed or authorized, any inquiries should be made directly to the credit card company.

② Money Transfer from Outside of Japan

• **Make your remittance request in the name and address of the applicant.**
• **Foreign currency is not accepted. Make your remittance request in Japanese Yen.**
• **Make sure to pay JPY2,500 as Bank Charges in Japan in addition to the application fee.**
  ※ Please contact Kansai University if educational institution make a payment on behalf of more than one applicant.

**[Method of Transfer]**

Telegraphic Transfer

**[Payment]**

Advise and Credit

**[Overseas Remittance Application Form]**

Local charges borne by remitter and overseas charges by beneficiary.

※ Please be sure to choose ‘SHA’ on the application form.

**[Amount]**

JPY22,500

(Application Fee JPY20,000 + Bank Charges in Japan JPY2,500)

※ The applicants must bear all the charges incurred by the bank in applicant’s country.

※ Please note that the balance will not be refunded even if bank charges in Japan do not exceed JPY2,500.
Bank Account
Name of Bank: SUMITOMO MITSUI BANKING CORPORATION, Tenroku Branch
Address of Bank: 6-4-20, Tenjimbashi, Kita-ku, Osaka-shi, OSAKA 530–0041, JAPAN
SWIFT ADDRESS: SMBCJPJT
Account Type: Ordinary Account
Account Number: 7230422
Account Holder: Kansai University
Holder’s Address: 3-3-35, Yamate-cho, Suita-shi, OSAKA 564–8680 JAPAN

Money Transfer from inside Japan
Transfer the Application Fee JPY20,000 to the following account using “Telegraphic Transfer” at a bank teller. The remittance fee should be paid by the applicant. Money Transfer from an ATM (Automated Teller Machine) or a postal bank will not be accepted. Enclose the receipt of the remittance sheet (Form ④). “A copy of the money transfer certificate with the seal or stamp of the bank” must be attached on this form.

Bank Account
Name of Bank: SUMITOMO MITSUI BANKING CORPORATION  Tenroku Branch
Account Type: Ordinary Account
Account Number: 7230422
Account Holder: Kansai University

5 Application Period and Application Procedure
(1) Application Period
April Admission: September 2, 2022 (Fri.) – September 26, 2022 (Mon.)
September Admission: April 3, 2023 (Mon.) – April 24, 2023 (Mon.)
(2) Application Procedure
After paying the Application Fee, complete Online Registration on the website of Kansai University Japanese Language and Culture Program: (www.kansai-u.ac.jp/ku-jpn/registration/) Next, send your package of application documents to the address which is indicated on the last page of this “Admission Guide” using Registered Express Letter from inside Japan, and EMS (Express Mail Service) or another certified or registered postal service from outside of Japan arriving no later than the application deadline.
※ Contact Kansai University if you have trouble completing the Online Registration.
6 Important Information for the Application

1. When the documents are written in a language other than Japanese or English, it is the applicant’s responsibility to **attach a Japanese or English translation with an official seal certified by a government, a notary public, or an educational institutions.** (Translations by private translation companies must be notarized.)

2. **All application documents should be sent in one package.**

3. Refer to the sample application forms on the website below when filling out the application forms. (www.kansai-u.ac.jp/ku-jpn/pdf/example1.pdf)

4. Fill out the application forms with a black ink pen or a ballpoint pen. ※ Erasable pens are not acceptable.

5. The applicant will be deprived of the qualifications for candidacy, if any false statements on the application documents are found. Furthermore, entrance permission will be cancelled, if false statements on the application documents are found after the results are issued.

6. **Submit the original copies of certifications for application except in specified cases.** When submitting any copies of documents on request, make sure that they have been copied clearly.

7. Applicants may be requested to submit additional documents if Kansai University considers it as necessary.

8. The documents submitted will not be returned.

9. **Keep a copy of the application documents in case the documents are needed for a visa application.**

7 Application Documents

1. Application Form (Form ①-1, ①-2, ①-3, ①-4)

2. Certificates related to academic background

   Necessary certificates vary depending on the applicant’s academic background.

   **High school graduates**

   ① Certificate of Graduation issued by the high school (or Certificate of Expected Graduation)
   ② Official Transcript issued by the high school (grades for each year should be indicated)
   ③ A copy of diploma from the high school (must be in color) ※ only those who have graduated

   **University (undergraduate) students**

   ① Certificate of Graduation issued by the high school
   ② Official Transcript issued by the high school (grades for each year should be indicated)
   ③ A copy of diploma from the high school (must be in color)
④ Certificate of Enrollment issued by the university
⑤ Latest Official Transcript issued by the university (grades for each year should be indicated)

### University (undergraduate) graduates

① Certificate of Graduation issued by the university (or Certificate of Expected Graduation)
② Official Transcript issued by the university (grades for each year should be indicated)
③ A copy of diploma from the university (must be in color) ※ Those who have graduated only

### Graduate school students

① Certificate of Graduation issued by the university
② Official Transcript issued by the university
③ A copy of diploma from the university (must be in color)
④ Certificate of Enrollment issued by the graduate school
⑤ Latest Official Transcript issued by the graduate school (grades for each year should be indicated)

### Graduate school graduates

① Certificate of Completion issued by the graduate school (or Certificate of Expected Completion)
② Official Transcript issued by the graduate school (grades for each year should be indicated)
③ A copy of diploma from the graduate school (must be in color) ※ only those who have graduated

<table>
<thead>
<tr>
<th>※ Necessary certificates vary depending on the applicant’s academic background</th>
<th>Certificate of Graduation</th>
<th>Certificate of Expected Graduation</th>
<th>Official Transcript ※ 1</th>
<th>Certificate of Enrollment</th>
<th>A copy of Diploma (must be in color)</th>
</tr>
</thead>
<tbody>
<tr>
<td>High school future graduates</td>
<td>○</td>
<td></td>
<td></td>
<td></td>
<td>○</td>
</tr>
<tr>
<td>High school graduates</td>
<td>○</td>
<td></td>
<td></td>
<td></td>
<td>○</td>
</tr>
<tr>
<td>University (undergraduate) students</td>
<td></td>
<td>○ Certificate of Graduation issued by the high school</td>
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<td></td>
<td>○</td>
</tr>
<tr>
<td>University (undergraduate) future graduates</td>
<td>○</td>
<td></td>
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<td>○</td>
</tr>
<tr>
<td>University (undergraduate) graduates</td>
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<tr>
<td>Graduate school students</td>
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<tr>
<td>Graduate school future graduates</td>
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<tr>
<td>Graduate school graduates</td>
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<td>○</td>
</tr>
</tbody>
</table>

※ If you have a transcript that shows your GPA, please submit it.
※ 1 Transcript showing the grading criteria (Transcript with highest score and passing criteria)

For example: A score of 100 to 90 = Excellent (S), 89 to 80 = Good (A), 79 to 70 = Satisfactory (B), 69 to 60 = Passing (C), (S) through (C) are pass. 59 or below = Failing (F), (F) is fail.
(3) **Certificate of Japanese Language Proficiency (Form ②)**

This form must be written in Japanese by a person who can properly certify the applicant’s Japanese language proficiency (e.g., Japanese instructor). If there is no one who can certify the applicant’s Japanese language proficiency, please contact Kansai University separately. When the applicant took the “Examination for Japanese University Admission for International Students” (EUI), the “Japanese Language Proficiency Test” (JLPT), the “Test of Practical Japanese” (J. Test), or “The Japanese Language NAT-TEST”, submit a copy of the results with the Certificate of Japanese Language Proficiency (Form ②). If the applicant has not yet received the result, submit a copy of the admission card for the examination and then submit the result as soon as it is available.

(4) **Statement of purpose and plans after completion of the Japanese Language and Culture Program (Form ③)**

(5) **Copy of Passport**

Submit a copy of the following pages from your passport: The page including your name and the photograph of your face as well as all pages which include all previous records of entry and departure to and from Japan. (When the applicant cannot provide copies of all pages with the records in the passport, submit a certificate of records of entry and departure to and from Japan issued by a government or a notary public such as the Immigration Bureau.) When the applicant does not possess a passport, submit a copy of an Identification Card or documents issued by the government of the applicant’s home country or any equivalent institutions.

(6) **6 photographs (4cm × 3cm in size)**

Send 6 photographs (full face without a hat against plain background) with the applicant’s name written on the back. One of the photographs should be attached to the application form ① and the other five placed together in an envelope. The photographs must be in color, and have been taken within a month prior to the application.

(7) **Receipt of the remittance sheet (Form ④)**

If the fee is paid by credit card, circle the box that indicates “Credit Card” and write down the date the fee is paid. If it is paid by money transfer either from inside or outside of Japan, attach a copy of the money transfer certificate of the Application Fee on the form ④ as follows.

**Money Transfer from outside of Japan**

Copy the money transfer certificate with the seal or the stamp of the bank or the international transfer application form.

**Money Transfer from inside Japan**

Copy the money transfer certificate with the seal or stamp of the bank.
(8) **Sponsor Documents**

- If there are one or more sponsors, submit the following documents ①～⑤ for all the sponsors.
- In the case where the applicant will pay expenses, submit the documents ①～④ relating to the applicant below.

In the above case, a third party guarantor is required. Download Letter of Guarantee from the website below and submit the form along with the document ⑤. The documents ②③④ for the guarantor are not necessarily to submit.


- In the case where funds will be covered by a scholarship, submit a document which includes following information: the amount, the period and the source of the scholarship.
  ① Letter of Financial Support and Guarantee (Form ⑤)
  ② Financial statement of the account under the name of the guarantor (sponsor)
    Submit a financial statement of an account in which the balance exceeds the annual tuition and living expenses (e.g., JPY100,000/month × 12 months). Those applicants who have more than one sponsor must submit multiple financial statements of accounts in which the balance exceeds the expenses stated above in total.
  ③ Certificate of Employment
    Submit a certificate of employment of the guarantor (sponsor). The certificate must include the following information: the address, telephone number and name of representative of the place of employment, description of the job and the title.
    When the guarantor (sponsor) is self-employed, submit such documents as a copy of registration of the cooperation or a business licence.
  ④ Certificate of Annual Income or Certificate of Income
    Submit one of the above certificates of the guarantor (sponsor). The certificate must include the income from the previous year of the application and be issued by the place of employment or notary public. If the guarantor (sponsor) lives in Japan, submit Tax-Income Certificate or Tax Declaration Certificate which includes the sponsor’s total income.
  ⑤ A document that proves the relationship between the applicant and guarantor (sponsor)
    If the guarantor (sponsor) is a family member of the applicant, submit one of the following: a certified copy of the Family Register, Birth Certificate, Resident Card or Public Certification of Kinship.
    If the guarantor (sponsor) is a friend or an acquaintance of the applicant, submit the following documents: a document which explains the relationship with the applicant and a photo of the sponsor and the applicant appearing together.
8 Selection Procedure and Notification of Results

(1) Selection Procedure

In principle, the admission decision will be made based on a screening of the application documents and online video interview.

The online interview will be offered for those applicants who pass the document screening around the period listed below.

April Admission: Late October, 2022
September Admission: Late May, 2023

※ The time and date of the interview will be confirmed after the document screening.
※ All interviews will be conducted in Japanese.
※ The applicant must attend the interview in person.
※ If the applicant lives in Japan, on-site interview at Kansai University may be requested as needed.

(2) Notification of Results

The results of the selection process will be mailed to each applicant around the dates listed below. Inquiries about the results are not accepted. (Contact Kansai University if the applicant’s address changes after submission of the application documents.)

April Admission: Mid-November, 2022
September Admission: Mid-June, 2023

Be sure to inform us prior to your application if you have disabilities so that we can provide support at the entrance examination or while studying at the Bekka.

Admission Policy

Kansai University Japanese Language and Culture Program Preparatory Course (Bekka) widely accepts those who have the following knowledge and skills, thinking, judgement and expression abilities, and proactive attitudes as the students of the course according to our Diploma Policy and Curriculum Policy.

1. To have the basic academic skills that are required in a 12-year curriculum of school education.
2. To be able to understand basic Japanese, such as the level equivalent to studying Japanese language for more than 300 hours.
3. To have a strong willingness to proactively study the Japanese language and Japan Studies, and have the fundamental capabilities of “Think and Act”, Kansai University’s academic philosophy, through learning.

For information about Three Policies of Kansai University Japanese Language and Culture Program Preparatory Course (Bekka), please refer to the following website. (www.kansai-u.ac.jp/ku-jpn/English/about/guide/index.html)
9 Payment of Educational Expenses at Admission

Successful applicants will receive a registration package containing the official acceptance letter. Successful applicants must follow the guidelines contained in the package, and pay the required fees (Admission Fee and Tuition for the first semester: total JPY465,000) in one payment by the deadline. The applicant must complete the registration process by the deadline in order to enter the course. No late registration will be accepted.

The Admission Fee will not be refunded for any reason once it has been received.

※ Refunds following Declination of Registration

Those applicants who decline to register in the course for unavoidable reasons must tender a cancellation of registration by the deadline (March 31, 2023 (Fri.) for April Admission and September 20, 2023 (Wed.) for September Admission) in order to receive a refund of the Tuition. More details will be included in the registration package sent to successful applicants.

10 Tuition (Admission of 2023 Academic year)

<table>
<thead>
<tr>
<th>Classification</th>
<th>1st Semester</th>
<th>From 2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Fee</td>
<td>100,000</td>
<td>–</td>
</tr>
<tr>
<td>Tuition</td>
<td>365,000</td>
<td>365,000</td>
</tr>
<tr>
<td>Total</td>
<td>465,000</td>
<td>365,000</td>
</tr>
</tbody>
</table>
III Obtaining a Visa

1 Application Procedure for Obtaining a Visa

In order to stay in Japan as an international student, in principle you will be required to obtain College Student visa. After completing the registration procedure, all applicants must complete the necessary process to obtain a Certificate of Eligibility to enter and stay in Japan.

<table>
<thead>
<tr>
<th>Applicants who reside outside of Japan</th>
</tr>
</thead>
<tbody>
<tr>
<td>After the completion of the registration procedure, Kansai University will act as a representative in the application for a Certificate of Eligibility which is necessary to obtain the College Student visa. As soon as the Certificate of Eligibility is issued, it will be sent to the applicant with a Letter of Acceptance. The applicant must complete the process to obtain a visa at a Japanese Embassy or Consulate General in the applicant’s home country immediately.</td>
</tr>
</tbody>
</table>

(1) Kansai University will not act as a representative to apply for any visa status other than College Student.  
(2) Be aware that delayed completion of the registration process may result in late delivery of Certificate of Eligibility, which may hinder the applicant’s entering Japan.  
(3) Kansai University will decide on the representative request based on the application. As a result of the decision, the university may request the applicant to submit additional documents to prove ability of financial support. The university will not respond to any claims made about the final decision.  
(4) The Certificate of Eligibility is granted by the Ministry of Justice; therefore, Kansai University will not take any responsibility if the application is denied. The applicant is not allowed to register for this program if the application is denied, since he/she will not be eligible to stay in Japan legally. Moreover, enrollment at Kansai University with a Short Stay visa is not permitted.  
(5) Those applicants who have a history of being denied a Certificate of Eligibility for whatever reason, will not be issued one, unless the problem is resolved. If there is any history of being denied a visa application, inform Kansai University before making the application by stating the details in Form ➃. |

<table>
<thead>
<tr>
<th>Applicants who reside in Japan</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Those applicants who already possess a College Student visa, must apply for change or renewal of status of residence at the Immigration Office on your own.</td>
</tr>
<tr>
<td>(2) Those applicants whose spouse is a Japanese national or a permanent resident, need not apply for changing or his/her status of residence. In this case, he/she might not be eligible for benefits from being on a College Student visa.</td>
</tr>
<tr>
<td>(3) Consult with the Immigration Office in case the applicant has another status of residency.</td>
</tr>
</tbody>
</table>
IV Student Life

1 Accommodation

The Minami-Senri International Plaza is a modern educational facility and a dormitory for international students. In this dormitory, resident assistants who are students at Kansai University will live in the dormitory to support the daily life of Bekka students. Bekka students at the dormitory can live and learn with other students at Kansai University.

<table>
<thead>
<tr>
<th>Kansai University Minami-Senri International Plaza · Dormitory (165 rooms)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Facilities</strong></td>
</tr>
<tr>
<td>□ All rooms are single occupancy and privacy will be guaranteed.</td>
</tr>
<tr>
<td>□ All rooms include a desk, chair, bed, storage, refrigerator, bath unit with toilet, and air-conditioner.</td>
</tr>
<tr>
<td>□ Each unit is composed of 6 – 7 rooms and equipped with a shared kitchen, laundry room, and lounge space.</td>
</tr>
<tr>
<td>□ All rooms have Wired internet access. Most of the shared facilities have wireless internet.</td>
</tr>
<tr>
<td><strong>Dormitory-fee</strong></td>
</tr>
<tr>
<td>JPY48,000 per month as of 2022 (This includes electricity, gas, water, Internet, and linen leasing fee.)</td>
</tr>
<tr>
<td>※ Dormitory fee is subject to change. Please follow the latest information as for 2023.</td>
</tr>
<tr>
<td><strong>Common Facilities</strong></td>
</tr>
<tr>
<td>Multi-purpose room, Japanese room, Recreation room etc.</td>
</tr>
</tbody>
</table>

※ Students who do not wish to reside in the Kansai University Minami-Senri International Plaza Dormitory and want to live in an off campus apartment or housing unit, must find their own accommodation.

※ The period of residency at the dormitory as well as the course period is one year in principle. The period of study can be extended up to two years at maximum but the period of residency at the dormitory cannot be extended in principle.

2 Living Expenses

The average living cost in Osaka is at least around JPY100,000 per month including rent. Make sure to consider this when you budget for living costs in Japan. Refer to our website for more detailed information about campus life for Bekka students.
3 Scholarship

Students who have an excellent academic record, and who are in need of financial support, will be recommended for “Kansai University Bekka International Exchange Fund Scholarship”. This scholarship grants JPY 30,000 per month for total of 10 students (5 students each semester). In addition to this scholarship, students may receive public scholarship or privately funded scholarships.

4 Medical Care and Insurance

(1) Health and Well-being

The University Medical Clinic is located on the main campus. There are physicians, nurses and psychologists on duty to provide comprehensive care services for students. There is also a Psychological Counseling Room staffed by licensed clinical psychologists.

(2) National Health Insurance

All non-Japanese who will live longer than 3 months in Japan, are required to enroll in the National Health Insurance scheme. The annual insurance fee is about JPY25,000 in Suita City where Kansai University is located. On obtaining medical examinations, treatment, or getting a prescription, the recipient only needs to pay 30% of the total cost as a partial charge of the medical expense; 70% of the total cost will be covered by National Health Insurance.
2023年度 関西大学留学生別科入学願書
（日本語・日本文化教育プログラム進学コース）
Application form for Kansai University Japanese Language and Culture Program
Preparatory Course (Bekka) 2023

出願者本人が必ず、日本語または英語（楷書 ブロック・レター）で記入してください。
The applicant must personally complete this application, in Japanese or English block letters.

（1）氏名  Name
パスポートに記載されている氏名を記入してください。
Write the name as it is stated in the passport.

<table>
<thead>
<tr>
<th>姓</th>
<th>名</th>
<th>ミドルネーム</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name</td>
<td>Given name</td>
<td>Middle name</td>
</tr>
</tbody>
</table>

カタカナ
漢字（日本語）

（2）生年月日  年 月 日
（3）国籍・地域  Nationality/Region
Date of birth year month day

（4）旅券番号  Passport Number
有効期限  年 月 日
Date of expiration year month day

（5）本国の住所  Home country address

【電話】Tel
【ファックス】Fax
【携帯電話】Mobile
【メール】E-mail

（6）現住所  Present address
※上記と異なる場合は記入してください。
※Write the present address if it differs from the home country address above.

【電話】Tel
【ファックス】Fax
【携帯電話】Mobile
【メール】E-mail

（7）緊急連絡先  Emergency contact
（注）父親や母親またはこれに代わる方を記入してください。
Note: Write your father, mother or alternative.

【氏名】Name
【年齢】Age
【電話】Tel
【携帯電話】Mobile
【出願者との関係】Relationship to the applicant
【住所】Address
【ファックス】Fax
【メール】E-mail

（8）来日年月日（日本在住の場合）  年 月 日
Date of arrival in Japan（For applicants already residing in Japan） year month day

（9）留学開始予定時期  Intended start of study
□ 4月入学  from April □ 9月入学  from September
教育背景

(注) 必ず小学校から始めて、通学したすべての学校を記入してください。(留学期間含む)

Note: List all the schools you have attended in chronological order, starting with elementary education.

(包括の期間の留学を含む)

<table>
<thead>
<tr>
<th>学校名</th>
<th>Name of school</th>
<th>学校住所</th>
<th>Address of school</th>
<th>在学期間</th>
<th>Period of attendance</th>
<th>学位</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>小学校</td>
<td>Elementary education</td>
<td>( )年, ( )月</td>
<td>年年, 月月月月</td>
<td>年年, 月月</td>
<td>Years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>中学校</td>
<td>Lower secondary education</td>
<td>( )年, ( )月</td>
<td>年年, 月月月月</td>
<td>年年, 月月</td>
<td>Years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>高等学校</td>
<td>Upper secondary education</td>
<td>( )年, ( )月</td>
<td>年年, 月月月月</td>
<td>年年, 月月</td>
<td>Years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>その他</td>
<td>Other</td>
<td>( )年, ( )月</td>
<td>年年, 月月月月</td>
<td>年年, 月月</td>
<td>Years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>大学</td>
<td>University / College</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>学部</td>
<td>Faculty ( )</td>
<td>専攻 Major ( )</td>
<td></td>
<td></td>
<td></td>
<td>学士 Bachelor</td>
<td></td>
</tr>
<tr>
<td>修士</td>
<td>Master</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>博士</td>
<td>Doctor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>大学院</td>
<td>Graduate school</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>専攻 Major ( )</td>
<td>研究科 Research course ( )</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

※言語能力

自己評価記入 Please make a self-assessment of your abilities of each language.

A：優 Excellent B：良 Good C：可 Fair D：不足 Poor

<table>
<thead>
<tr>
<th>外国語名</th>
<th>Name of language</th>
<th>読解力</th>
<th>Reading</th>
<th>作文力</th>
<th>Writing</th>
<th>聴解力</th>
<th>Listening</th>
<th>会話力</th>
<th>Speaking</th>
</tr>
</thead>
<tbody>
<tr>
<td>日本語</td>
<td>Japanese</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>英語</td>
<td>English</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

※日本語、英語以外の外国語がある場合は記入してください。※ Please fill in if you are proficient in other languages.
日本語学習歴  Japanese language educational background
(なければ、「無」を記入してください。) (If there is none, fill in ‘N/A’)

<table>
<thead>
<tr>
<th>学校名</th>
<th>学校住所</th>
<th>在学期間</th>
<th>総学習時間</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of school</td>
<td>Address of school</td>
<td>Period of attendance</td>
<td>Total hours</td>
</tr>
<tr>
<td>(年)年(月)から(年)年(月)</td>
<td>(年)年(月)から(年)年(月)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>日本語能力試験</th>
<th>級合格</th>
<th>点</th>
<th>□未受験</th>
</tr>
</thead>
<tbody>
<tr>
<td>Japanese Language Proficiency Test</td>
<td>level passed</td>
<td>points</td>
<td>Never taken</td>
</tr>
</tbody>
</table>

| 日本留学試験（読解・聴解・聴読解の合計点） | 点 | □未受験 |
| Examination for Japanese University (except writing) | points | Never taken |

| 実用日本語検定（J. Test） | 級合格 | 点 | □未受験 |
| Test of Practical Japanese (J. Test) | level passed | points | Never taken |

| 日本語 NAT-TEST | 級合格 | 点 | □未受験 |
| The Japanese Language NAT-TEST | level passed | points | Never taken |

英語学習歴  English language educational background
(なければ、「無」を記入してください。) (If there is none, fill in ‘N/A’)

<table>
<thead>
<tr>
<th>総学習年数</th>
<th>TOEIC</th>
<th>TOEFL</th>
<th>IELTS</th>
<th>その他の資格</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total period of study</td>
<td></td>
<td></td>
<td></td>
<td>others</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>年</th>
<th>月</th>
<th>点</th>
<th>PBT</th>
<th>IBT</th>
<th>ITP</th>
<th>点</th>
</tr>
</thead>
<tbody>
<tr>
<td>year(s)</td>
<td>month(s)</td>
<td>points</td>
<td>points</td>
<td>points</td>
<td>points</td>
<td></td>
</tr>
</tbody>
</table>

面接  Interview
スカイプ等で面接を行います。スカイプIDおよび電話番号を記入してください。
The Interview will be conducted by Skype or telephone. Please fill in your Skype ID and telephone number.

スカイプID：
Skype ID：
電話：
Tel：

過去の出入国歴  Past entry into/depature from Japan.

過去の在留資格認定証明書交付申請歴  Past history of applying for a Certificate of Eligibility (COE)

<table>
<thead>
<tr>
<th>□未申請</th>
<th>□申請</th>
<th>□交付</th>
<th>□不交付</th>
<th>□不使用</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not applied</td>
<td>Applied</td>
<td>Issued</td>
<td>Denied</td>
<td>Not used</td>
</tr>
</tbody>
</table>

上記で「申請」を選択した場合 回数 回 (うち不交付となった回数) 回
Fill in the following when the answer is “Applied” (Of these applications, the number of times of denied) times(s)

<table>
<thead>
<tr>
<th>申請年月日</th>
<th>申請先</th>
<th>在留資格</th>
<th>渡航目的 (就学先等)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of application</td>
<td>Authority of application</td>
<td>Visa status</td>
<td>Purpose of intended stay</td>
</tr>
</tbody>
</table>

不交付、不使用理由等  Reason for denial / not using the COE issued
I request Kansai University to act as my representative and submit my application for Certificate of Eligibility (student).

I do not request Kansai University to act as my representative and submit my application for Certificate of Eligibility (student).

I hereby declare all of the information contained in this application to be true and correct to the best of my knowledge.
日本語能力認定書
Certificate of Japanese Language proficiency

関西大学 学長 殿
To: The President of Kansai University

出願者の日本語能力を適切に認定できる方（日本語講師等）が日本語で記入してください。

<table>
<thead>
<tr>
<th>出願者氏名</th>
<th>姓</th>
<th>名</th>
<th>ミドルネーム</th>
</tr>
</thead>
</table>

生年月日 年 月 日 性別 国籍

(1) 出願時における日本語能力評価（当てはまるものに○をつけてください。）

<table>
<thead>
<tr>
<th>総合レベル</th>
<th>初級前半・初級後半・中級前半・中級後半・上級・超級</th>
</tr>
</thead>
<tbody>
<tr>
<td>読解レベル</td>
<td>初級前半・初級後半・中級前半・中級後半・上級・超級</td>
</tr>
<tr>
<td>作文レベル</td>
<td>初級前半・初級後半・中級前半・中級後半・上級・超級</td>
</tr>
<tr>
<td>聴解レベル</td>
<td>初級前半・初級後半・中級前半・中級後半・上級・超級</td>
</tr>
<tr>
<td>会話レベル</td>
<td>初級前半・初級後半・中級前半・中級後半・上級・超級</td>
</tr>
</tbody>
</table>

(2) 日本語教授法・学習法（具体的に記入してください。）

____________________________________________________

(3) 使用した教科書（代表的なものを記入してください。）

____________________________________________________

(4) 出願時における日本語学習時間状況

<table>
<thead>
<tr>
<th>日本語学習期間</th>
<th>年</th>
<th>月</th>
<th>から</th>
<th>年</th>
<th>月</th>
<th>まで</th>
</tr>
</thead>
<tbody>
<tr>
<td>一週あたりの授業時間数</td>
<td>時間</td>
<td>総学習時間数</td>
<td>時間</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(5) 特記事項（授業出席状況、授業態度、クラス内での順位など）

____________________________________________________

(6) 日本語能力認定者について

<table>
<thead>
<tr>
<th>認定者氏名</th>
<th>認定者役職名</th>
</tr>
</thead>
<tbody>
<tr>
<td>所属機関名</td>
<td>所属機関所在地</td>
</tr>
<tr>
<td>所属機関電話番号</td>
<td>所属機関Eメール</td>
</tr>
</tbody>
</table>

以上のとおり相違ありません。
日付 _________ 年 _________ 月 _________ 日 認定者の署名 __________________________
留学生別科入学志望理由書および別科修了後の予定説明書
Statement of purpose and plans after completion of the Japanese Language and Culture Program

関西大学 学長 殿
To: The President of Kansai University

出願者本人が、必ず日本語で記入してください。This form must be written in Japanese by the applicant.

<table>
<thead>
<tr>
<th>出願者氏名</th>
<th>姓</th>
<th>名</th>
<th>中間名</th>
<th>国籍</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>生年月日</th>
<th>年</th>
<th>月</th>
<th>日</th>
<th>性別</th>
<th></th>
</tr>
</thead>
</table>

(1) 留学計画について  Study plans
留学の動機  Motivation for studying in Japan

本学留学生別科で日本語を学ぶ理由  Reason(s) for learning Japanese language in the course

(2) 別科入学までの最終学歴について記入してください。

答えて次の質問に回答して下さい。

1. 小学校から高等学校までの修業年数（国ごとに定められた高等学校までの卒業に必要な教育の年数）

   Period of school system required for graduation from elementary school to high school.
   □ 11年 years  □ 12年 years  □その他の Others ____________年 years

2. 最終学歴

   Last academic institution graduated/completed
   □高等学校  □大学（4年制） University（4 years） □その他の Others ____________

(3) 留学生別科修了後、日本の大学・大学院に進学を希望しますか。当てはまる項目を選択してください。

Do you intend to continue your study in a Japanese university after completion of this course?

Please mark 'Yes' or 'No' and provide details.

□はい Yes  □いいえ No

進学希望理由
Reason(s) for continuing your study in Japan

進学希望先  Field of intended study after completion of the course

大学 / 大学院
Undergraduate / Graduate school

学校名  Name of school

学部 / 学科  Faculty / Department

専攻  Major

課程  Course

□学士課程  Bachelor course
□修士課程  Master course
□博士課程  Doctor course

以上のとおり相違ありません。
I hereby declare all of the information contained in this statement to be true and correct to the best of my knowledge.

日付 Date  年 月 日  出願者の署名  Signature of applicant

year  month  day
「入学検定料振込証明書」 貼付用紙
Receipt of the remittance sheet

入学検定料を納入した以下の証明書を、網掛けの枠内に貼付してください。
Attach the money transfer certificate for the entrance application fee in the box below.

<table>
<thead>
<tr>
<th>出願者氏名</th>
<th>姓</th>
<th>名</th>
<th>ミドルネーム</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of applicant</td>
<td>Family name</td>
<td>Given name</td>
<td>Middle name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>生年月日</th>
<th>年</th>
<th>月</th>
<th>日</th>
<th>性別</th>
<th>国籍</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth</td>
<td>year</td>
<td>month</td>
<td>day</td>
<td>Sex</td>
<td>Nationality</td>
</tr>
</tbody>
</table>

【日本国外から納入した場合】
【Paid from outside of Japan】

①クレジットカードで支払った場合、右のボックスを〇で囲んでください。

If the fee is paid by credit card, please circle the box on the right.

納入日 年 月 日
Paid on year month day

②銀行からの送金の場合、取り扱い金融機関の取納印のある振込受付証明書または外国送金依頼書の写しを添付してください。

If the fee is paid via money transfer, please attach a copy of the money transfer certificate with the seal or stamp of the bank or the international transfer application form.

【日本国内から納入した場合】
【Paid in Japan】

取扱金融機関の取納印のある振込金受付書等の写しを添付してください。

Please attach a copy of the money transfer certificate with the seal or stamp of the bank.
経費支弁証明書
Letter of financial support

関西大学 学長 殿
To: The President of Kansai University

経費支弁者が記入してください。 This form must be filled in by sponsor.

<table>
<thead>
<tr>
<th>出願者氏名</th>
<th>姓</th>
<th>名</th>
<th>ミドルネーム</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of applicant</td>
<td>Family name</td>
<td>Given name</td>
<td>Middle name</td>
</tr>
</tbody>
</table>

生年月日年月日
Date of birth  year month day

経費支弁者
sponsor

① 出願者の経費支弁を引き受けた経緯について記入してください。経費支弁者が複数の場合は全員の経緯について記入してください。

Write the reasons for accepting to be a sponsor. When there is more than one sponsor, include the reasons for all of them.

② 経費支弁方法 Method of support to meet expenses while in Japan

学費 Tution 830,000 円 Yen
Monthly living expenses 円 Yen

経費支弁方法（送金・振込み・奨学金等支弁方法を具体的に記入してください。）
Method of support to meet expenses while in Japan (Specify the method such as money transfer, payment directly into bank account or scholarship.)

③ 経費支弁者 経費支弁者が複数の場合は全員について記入してください。

Sponsor When there is more than one sponsor, write the information about all of them.

I hereby declare all of the information contained in this letter to be true and correct to the best of my knowledge.

※出願者が経費支弁者である場合は、必ず本人以外の保証人が必要です。以下のウェブサイトより「保証書」をダウンロードし出願書類と合わせて提出してください。
※ If the applicant is supporting himself/herself financially, a third party guarantor is required. Download Letter of Guarantee from the website below and submit the form along with the application materials.

# Application Documents Self-Check Sheet

<table>
<thead>
<tr>
<th>Application Documents</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Application Form (Form ①-1, ①-2, ①-3, ①-4)</td>
<td></td>
</tr>
<tr>
<td>(2) Certificates related to academic background</td>
<td></td>
</tr>
<tr>
<td>Necessary certificates vary depending on the applicant’s academic background.</td>
<td></td>
</tr>
<tr>
<td>※ A copy of diploma from the last school/institution must be in color.</td>
<td>※</td>
</tr>
<tr>
<td>(3) Certificate of Japanese Language Proficiency (Form ②)</td>
<td></td>
</tr>
<tr>
<td>A copy of the result of EJU, JLPT, J-Test, or NAT-TEST (if applicable)</td>
<td></td>
</tr>
<tr>
<td>(4) Statement of Purpose and Plans after completion of the Japanese Language and</td>
<td></td>
</tr>
<tr>
<td>Culture Program (Form ③)</td>
<td></td>
</tr>
<tr>
<td>(5) Copy of Passport</td>
<td></td>
</tr>
<tr>
<td>If the applicant has multiple records of entry to and departure from Japan, submit</td>
<td></td>
</tr>
<tr>
<td>copies of pages in the passport which include all the records of entry to and</td>
<td></td>
</tr>
<tr>
<td>departure from Japan.</td>
<td></td>
</tr>
<tr>
<td>If the above applicant is not able to provide copies of all the stamp pages in the</td>
<td></td>
</tr>
<tr>
<td>passport, submit a certificate of records of entry and departure to and from Japan</td>
<td></td>
</tr>
<tr>
<td>issued by a government or a notary public such as the Immigration Bureau.</td>
<td></td>
</tr>
<tr>
<td>When the applicant does not possess a passport, submit a copy of an Identification</td>
<td></td>
</tr>
<tr>
<td>Card or documents issued by the government of the applicant’s home country or any</td>
<td></td>
</tr>
<tr>
<td>equivalent institutions.</td>
<td></td>
</tr>
<tr>
<td>(6) Copy of Residence Card ※ Residence Card holders only</td>
<td></td>
</tr>
<tr>
<td>(7) 6 Photographs (4cm × 3cm) with the applicant’s name written on the back (taken</td>
<td></td>
</tr>
<tr>
<td>within the last 1 month)</td>
<td></td>
</tr>
<tr>
<td>(8) Receipt of the remittance sheet (Form ④)</td>
<td></td>
</tr>
<tr>
<td>(9) Sponsor Documents</td>
<td></td>
</tr>
<tr>
<td>① Letter of Financial Support (Form ⑤)</td>
<td></td>
</tr>
<tr>
<td>※ If the applicant is self-sponsored, submit Letter of Guarantee along with the</td>
<td></td>
</tr>
<tr>
<td>form ⑤.</td>
<td></td>
</tr>
<tr>
<td>② Financial Statement of the Account under the name of the sponsor</td>
<td></td>
</tr>
<tr>
<td>③ Certificate of Employment</td>
<td></td>
</tr>
<tr>
<td>④ Certificate of Annual Income or Certificate of Income</td>
<td></td>
</tr>
<tr>
<td>⑤ A document that proves the relationship with the applicant</td>
<td></td>
</tr>
<tr>
<td>A document proves the amount, the period, and the source of the scholarship</td>
<td></td>
</tr>
</tbody>
</table>

**Important Information**

1. When the documents are written in a language other than Japanese or English, it is the applicant’s responsibility to attach a Japanese or English translation with an official seal certified by a government, a notary public, or an educational institution.

2. Refer to the sample application forms on the website below when filling out the application forms.
   (www.kansai-u.ac.jp/ku-jpn/pdf/example1.pdf)

3. Applicants may be requested to submit additional documents if Kansai University considers it as necessary.
Center for International Education, Kansai University
Kansai University Japanese Language and Culture Program
Preparatory Course (Bekka)

1-2-20 Satake-dai, Suita-shi, Osaka, 565-0855 Japan
Tel: +81- (0)6 – 6831 – 9180
FAX: +81- (0)6 – 6831 – 9194
Email: ku-jpn@ml.kandai.jp
Website: www.kansai-u.ac.jp/ku-jpn/English/