



**iCLA**  
YAMANASHI GAKUIN UNIVERSITY

# 2023 Application Guide

International Students

(English for Academic Excellence)

**International College of Liberal Arts (iCLA)**

**Department of International Liberal Arts**

- ◆ This Application Guide contains all the requirements from application to enrollment. Please read it thoroughly and follow the instructions carefully.
- ◆ Please consult your parents/legal guardians for all necessary items related to the payment of tuition and other fees.
- ◆ All the dates and times are in Japan Standard Time (JST).

**Yamanashi Gakuin University**

### **iCLA Admissions Policy**

We seek individuals:

- (1) who are motivated and hardworking;
- (2) who can demonstrate academic potential and can prove success in their past activity;
- (3) who are tolerant, curious, and possess critical and flexible thinking;
- (4) who can prove English proficiency at the level needed to pursue studies at iCLA, and demonstrate foreign language learning ability.

### **Eligibility Check**

Please check if you are eligible to apply for admissions under the international category.

- Have you graduated or are expected to graduate 12 years of school education?
  
- Are you able to demonstrate English proficiency with a TOEFL iBT score of at least 61 or an IELTS score of 5.0, but not above the standard requirement of TOEFL iBT 76 or IELTS 6.0?

By applying through this division, you will be required to enroll in the English for Academic Excellence (EAE) program for at least one semester upon matriculation, and will not be eligible to apply for the Academic Scholarship.

## Table of Contents

|   |          |
|---|----------|
| <b>[1] Number of Students to be Admitted and Application/Screening Schedules</b>  | <b>1</b> |
| <b>[2] Application Eligibility .....</b>  | <b>1</b> |
| <b>[3] Application Procedure .....</b>  | <b>2</b> |
| <b>[4] Application Documents.....</b>   | <b>3</b> |
| <b>[5] Notes Regarding the Application .....</b>  | <b>3</b> |
| <b>[6] Payment .....</b>  | <b>4</b> |
| <b>[7] Fees .....</b>   | <b>4</b> |
| <b>[8] Refund Policy .....</b>  | <b>4</b> |
| <br><b>Appendix A (Application Eligibility)</b>   |          |
| <br><b>Appendix B (Acceptable English Language Qualifications)</b>  |          |
| <br><b>Appendix C</b><br><b>(Certificate of Results of University Entrance Qualification Examinations and Other Standardized Tests)</b> |          |

## [ 1 ] Number of Students to be Admitted and Application/Screening Schedules

| Admissions                                     | Enrollment     | Number of Students to be Admitted in 2023 |
|--|----------------|---|
| Degree-seeking students (1 <sup>st</sup> year) | Spring (April) | 50  |

| Intake | Admission Category   | Application Period  |                   |
|--------|--|---------------------|-------------------|
|        |  | Opening date        | Closing dates*    |
| Spring | Degree-seeking students<br>(applicants who need a student VISA)              | Fri. April 1, 2022  | Mon. Nov 21, 2022 |
|        | Degree-seeking students<br>(applicants who have a valid residential status*) |                     | Fri. Feb 17, 2023 |
| Fall   | Degree-seeking students (applicants who need a<br>student VISA)              | Thur. Sept. 1, 2022 | Mon. Apr 17, 2023 |
|        | Degree-seeking students<br>(applicants who have a valid residential status*) |                     | Fri. Jun 23, 2023 |

Closing date is the final deadline for each intake. The entire admission process (application through the notification) will usually be completed within a maximum of 40 days.

\*Applicants who hold a valid residential status defined as a Japanese passport, dual nationality, permanent residency, or special permanent resident certificate holder.

### NOTE:

- ♦ Applicants will be notified of the Enrollment Deadline when given their admission results.
- ♦ For applicants who need a student VISA, the Enrollment Deadline is the deadline for the enrollment document submission and payment of the enrollment fee to secure your seat. Tuition and other fees must be paid within a week after you receive notification from the Admission Office that your Certificate of Eligibility has been issued.
- ♦ For applicants who have a valid residential status in Japan, the enrollment deadline is the deadline for enrollment document submission and payment of the enrollment fee, tuition and other fees. Please refer to Appendix B: Acceptable English Language Qualifications for details.

## [ 2 ] Application Eligibility

All applicants must hold, or are expected to hold, a high school diploma, or be able to demonstrate equivalent academic ability to a Japanese senior high school graduate, as per Article 150 of the Ordinance for Enforcement of the School Education Act, by March 31, 2023 for Spring admission, or August 31, 2023 for Fall admission. For full definition of applicant qualifications, please refer to Appendix A: Application Eligibility.

Also, applicants must demonstrate English language proficiency with a TOEFL iBT score of 61, an IELTS score of 5.0, or by providing one of the alternative forms of proof shown in Appendix B.

### [ 3 ] Application Procedure

#### Stage 1 Online Application

- **Create an account and complete the online application form.** Please refer to page 3 [4] Application Documents.
- **Pay the application fee:** Application fee of JPY 7,000 is to be remitted through either Flywire or domestic bank transfer. Please refer to page 4 [6] Payment.

#### Stage 2 Screening/Interview

- Applications are evaluated based on a holistic review of all application documents.
- An interview will also be conducted either online or by telephone.
- A specific date and time will be arranged.
- The interview will be conducted in English, and will take approximately 20 minutes.

#### Stage 3 Announcement of Results

- Admission decisions will be sent to applicants at the email address indicated on their online application form.

#### Stage 4 Enrollment

- Log in to the online application system and accept your offer.
- Pay the enrollment, tuition and other fees by the indicated deadline.
- Fill out and upload all required enrollment documents. The documents must arrive by the specified deadline.

## [ 4 ] Application Documents

Please submit the documents listed below through the online application system (<https://apply.icla.ygu.ac.jp/>).

\*For documents marked with an asterisk\*, the submission of the original hard copy will be required as part of the enrollment process. Also documents must be in Japanese or in English. For documents in other languages, please attach a notarized translation in Japanese or English.

|   |  |  |
|---|--|--|
| 1 | A Copy of your passport or official photo ID   |  |
| 2 | Miscellaneous achievements   | Digitally scanned copies of any certificates proving your achievement(s) (if applicable)   |
| 3 | Statement of purpose   | Please address the following 2 questions in an essay of approximately 300 words for each question in English.<br>1. Please state why you want to study at iCLA.<br>2. Please state how your study at iCLA will help your life and career.  |
| 4 | Two reference letters  | Please provide 2 reference letters from individuals who are familiar with your academic capability. Your referee will be notified of your request for a reference letter by email and will be prompted to access an online evaluation sheet.   |
| 5 | Diploma and/or graduation certificate or expected graduation certificate*  | Please upload the diploma and/or graduation certificate issued by your high school or current institution. If you are not able to submit a diploma and/or graduation certificate, an official letter of expected graduation is also acceptable.  |
| 6 | Academic transcript(s)*  | Please upload an up-to-date academic transcript for the last three-year period issued by your current high school, as well as any high school you have attended in the past. If you are a university student, please also upload up-to-date academic transcripts issued from each higher education institution (university, junior college, or technical college) you have attended in the past. |
| 7 | Certificate of the results of university entrance qualification examinations or other standardized tests ( <b>optional</b> ) | Please refer to Appendix C and submit the certificate that applies to you.   |
| 8 | English proficiency test score   | Please refer to Appendix B and submit the official score that applies to you.  |

## [ 5 ] Notes Regarding the Application

- ♦ If you require special assistance for attending classes or living in the dormitory due to a disability or serious medical condition, etc., please contact the Admissions Office before submitting your application. In addition, please contact the Admissions Office immediately if you find yourself in such a situation after submitting your application. This information will not impact your admission results.
- ♦ Application documents and application fees are not returned or refunded under any circumstances.

## [ 6 ] Payment

<Payment from outside of Japan>

Please refer to the Flywire user guide for more information.

Flywire User Guide: <https://www.flywire.com/how-it-works/>

Application Fee Payment: <https://www.flywire.com/pay/icla>

<Domestic bank transfer>

|                    |  |
|--------------------|--|
| Receiving Bank     | MIZUHO BANK, LTD.                              |
| Branch             | KOFU Branch                                    |
| Bank Address       | 1-19-10 Marunouchi, Kofu, YAMANASHI            |
| Payee's a/c No.    | Futsuu 2384532                                 |
| Payee              | C2C GLOBAL EDUCATION JAPAN                     |
| University Address | 2-4-5 Sakaori, Kofu, YAMANASHI, 400-8575 JAPAN |

## [ 7 ] Fees

### Tuition and Other Fees

|                            | 1 <sup>st</sup> Semester | 2 <sup>nd</sup> Semester | Fees for the First Academic Year |
|----------------------------|--------------------------|--------------------------|----------------------------------|
| Enrollment Fee*            | JPY 200,000              | —                        | JPY 200,000                      |
| Tuition                    | JPY 608,000              | JPY 608,000              | JPY 1,216,000                    |
| Facility and Equipment fee | JPY 190,000              | JPY 190,000              | JPY 380,000                      |
| Total                      | JPY 998,000              | JPY 798,000              | JPY 1,796,000                    |

**NOTE:** (1) Fees for the 1<sup>st</sup> semester are to be paid by the specified enrollment deadline. Please do not make payment the entire year at this time.

(2) The Enrollment fee\* is a one-time payment.

(3) YGU neither issues school bonds nor collects donations of any kind.

### Approximate Room and Board Fees for One Academic Year <To be paid after enrollment.>

|  |                           |
|--|---------------------------|
| Room and Utilities*  | JPY 564,000               |
| *water, gas, electricity, internet, maintenance (including common areas) |                           |
| Meal Plan (3 meals/day, weekdays only)                                   | JPY 350,000 approximately |
| Non-refundable cleaning and re-painting fee                              | JPY 30,000                |
| Total  | JPY 944,000               |

**NOTE:** (1) The above chart is for reference only. You will be informed of payment details after enrollment.

(2) All students are required to live in the iCLA residence halls in their first year.

(3) You will be given the option to pay for each semester separately.

## [ 8 ] Refund Policy

Those who have submitted the enrollment documents and paid their tuition and other fees within the indicated period, but decide to withdraw, may receive a full refund of the payments made, except for the enrollment fee, as long as they notify the Admissions Office of their withdrawal before March 15, 2023 for Spring admission or August 15, 2023 for Fall admission. Refund request documents will be emailed upon request. Please contact the Admissions Office for more details.

## Appendix A: Application Eligibility

All applicants must hold, or are expected to hold, a high school diploma, or be able to demonstrate equivalent academic ability to a Japanese senior high school graduate, as per Article 150 of the Ordinance for Enforcement of the School Education Act, by March 31, 2023 for Spring admission or August 22, 2023 for Fall admission. Qualified applicants are defined below.

1. Applicants who hold, or are expected to hold, a high school graduation diploma issued by a Ministry of Education, Culture, Sports, Science and Technology (MEXT) accredited Japanese high school.
2. Applicants who hold or are expected to hold a high school graduation diploma proving completion of a 12-year educational program mandated by a foreign country's government.
3. Other applicants (other than those to which 1 or 2 applies) that meet one of the qualifications a. – e. below, as designated by the MEXT.
  - a. Applicants who hold, or are expected to hold a qualification for admission to a university in foreign countries, earning an International Baccalaureate Diploma, an Abitur diploma, a French Baccalauréat diploma, or a GCE-A level.
  - b. Applicants who have completed, or are expected to complete 12 years of education at international schools accredited by international accreditation organizations, such as WASC, CIS or ACSE.
  - c. Applicants who have graduated, or are expected to graduate from an international school or a school for foreign students in Japan that is recognized as an equivalent of a high school in a foreign country by the Ministry of Education, Culture, Sports, Science and Technology.
  - d. Applicants who have passed, or are expected to pass an examination that is equivalent to completing 12 years of education outside Japan by March 31, 2023 (Spring admission) or August 31, 2023 (Fall admission).
  - e. Applicants who have completed, or are expected to complete by March 31, 2023 (or August 31, 2023 for Fall admission), a Japanese preparatory curriculum designated by the Ministry of Education, Culture, Sports, Science and Technology, after being educated in country a where the standard primary and secondary school education is less than 12 years.

If you have any queries regarding your English qualification, please contact the Admissions Office at [i.admission@ygu.ac.jp](mailto:i.admission@ygu.ac.jp).

**NOTE:** If you submitted a supporting document to indicate that you are expected to obtain the qualifications or grades to be eligible for admission to the University, you will be required to submit a certificate which confirms that you have indeed met such requirements before enrollment. You will not be admitted as a student at Yamanashi Gakuin University until you submit such a certificate, even if you pass the entrance examination.



## Appendix B: Acceptable English Qualifications

| Test Name   | Minimum requirement     | Institution Code |
|---|-------------------------|------------------|
| TOEFL (iBT)   | 61                      | 7601             |
| TOEIC (Reading and Listening)   | 700                     |                  |
| IELTS Academic Module   | 5.0 (no band below 4.5) |                  |
| Duolingo English Test   | 90                      |                  |
| An equivalent alternative English language qualification, as deemed acceptable by Yamanashi Gakuin University |                         |                  |

## Appendix C: Certificate of Results of University Entrance Qualification Examinations and Other Standardized Tests

- ♦ If you cannot arrange for either the certificate of results of the university entrance qualification examinations in your country, or the official score report of other standardized test to be received by the Admissions Office by the application deadline, please contact the Admissions Office.
- ♦ You must submit an original document for all the required application documents. If only one original document is available, you may submit a copy of the document that has been certified by your school. Documents must be in Japanese or English. **For documents in other languages, attach a notarized translation in Japanese or English.**

| Education System/Country | Documents to be Submitted   |
|--------------------------|---|
| Bangladesh               | A certificate of results of the Higher Secondary Certificate (HSC).   |
| China                    | A certificate of results of the National College Entrance Examination (Gaokao).<br>NOTE: Please attach a copy of the information guide for Gaokao (You may print out a website page that shows an exam overview, subjects and distribution of points).                |
| France                   | A performance evaluation certificate for the Baccalauréat.  |
| Germany                  | A performance evaluation certificate for the Abitur.<br>NOTE: You are supposed to submit it as a document certifying application eligibility, so you do not need to submit two copies.  |
| Hong Kong                | A certificate of results of the Hong Kong Diploma of Secondary Education (HKDSE).<br>NOTE: If the original certificate is not available by the application deadline, please submit the official document to certify your predicted grade in HKDSE by the high school. |
| India                    | A certificate of results from Higher Secondary Certificate Examination conducted by state boards or the Central Board of Secondary Education (CBSE).  |
| Nepal                    | A certificate of results of the Higher Secondary Certificate (HSC).   |
| Pakistan                 | A certificate of results of the Higher Secondary Certificate (HSC).   |
| Russia                   | A Certificate of Secondary (Complete) General Education   |

|   |   |  |                              |   |           |
|---|---|--|------------------------------|---|-----------|
| Singapore   | A certificate of results of the GCE (General Certificate of Education) with one of the following:<br>(1) At least one A Level subject and two AS Level subjects<br>(2) At least two A Level subjects  |  |                              |   |           |
| South Korea   | A certificate of results of the College Scholastic Ability Test (CSAT).   |  |                              |   |           |
| Sri Lanka   | A certificate of results of the GCE (General Certificate of Education) with one of the following:<br>(1) At least one A Level subject and two AS Level subjects<br>(2) At least two A Level subjects  |  |                              |   |           |
| Taiwan  | A certificate of results of the General Scholastic Ability Test (GSAT).   |  |                              |   |           |
| Countries not listed above<br>Other countries             | Submit any 2 documents of (1), (2), or (3):<br>(1) An official score of results of university/college entrance qualification examinations or standardized tests in your country;<br>(2) An official score certificate of the SAT Reasoning Test or the ACT.<br>(3) Official high school transcript(s)   |  |                              |   |           |
| Advanced Placement Tests                                  | A score report. Minimum of 2 subjects are required.   |  |                              |   |           |
| International Baccalaureate<br>(IB)                       | A performance evaluation certificate for IB with final grades for six or more subjects.<br>(The Yamanashi Gakuin University institution code is 036923)<br><br>NOTE: Please arrange for the certificate to be directly sent to the Admissions Office. In case your school receives the certificate earlier than you, submit a certificate of results issued and certified by your school. |  |                              |   |           |
| Cambridge AICE Diploma                                    | A Levels<br>(2credits each)   |  | AS Levels<br>(1credits each) | CI AS Level Global perspectives& Research(9239) | Total     |
|   | 3   |  | 0                            | 1   | 7 credits |
|   | 2   |  | 2                            | 1   | 7 credits |
|   | 1   |  | 4                            | 1   | 7 credits |
| Cambridge Assessment International Examinations<br>(CAIE) | A statement of results of one of the following:<br>(1) At least one A Level subject and two AS Level subjects<br>(2) At least two A Level subjects  |  |                              |   |           |

Contact Information

**Yamanashi Gakuin University  
Admissions Office (Nyushi Center)**

2-4-5 Sakaori, Kofu, Yamanashi  
400-8575 Japan

TEL: +81-55-224-1234 FAX: +81-55-224-1380

E-mail: [i.admission@ygu.ac.jp](mailto:i.admission@ygu.ac.jp)