

2025 Academic Year

Faculty of Global and Interdisciplinary Studies

Application Guidelines
for Priority School Admission
Admission in September 2025



GIS
GLOBAL AND
INTERDISCIPLINARY
STUDIES
Connections beyond borders

Faculty of Global and Interdisciplinary Studies (GIS)

Application Guidelines for Priority School Admission

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• All dates and times in this document are Japan Standard Time (JST).

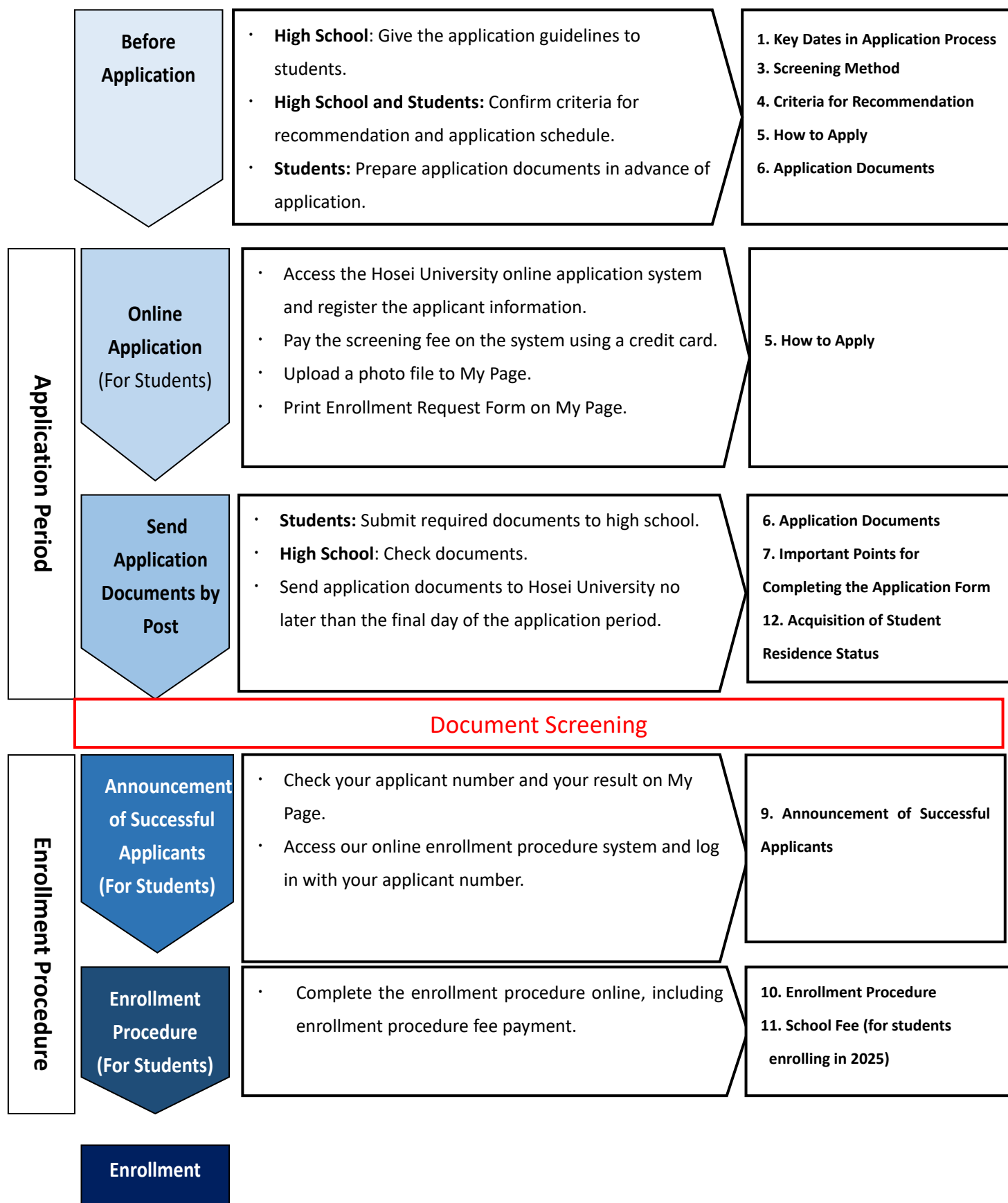
Privacy Policy

All personal information provided by the applicant is only used for application screening (including the preparation of data on applicants), announcement of successful applicants, enrollment procedures, and other relevant operations. The Hosei University Admission Center and Global Education Center outsource services to a contractor for the above operations. Note that some or all personal information provided by the applicant may be shared with the contractor for implementing the above operations.

Application Flow

Step-by-step application procedure:

Refers mainly to:



Overview of Priority School Admission

Priority School Admission is an admission program in which Hosei University asks high schools to recommend outstanding students for admission. Hosei University then screens applicants based on transcripts, essays, and other application documents.

1. Key Dates in the Application Process

Application period	November 18, 2024 to November 29, 2024
Announcement of successful applicants	January 28, 2025
Enrollment procedure period	January 28, 2025 to February 18, 2025
Enrollment	September 16, 2025

2. Faculty and Department in this Program and the Number of Accepted Students

Faculty, department, and the number of accepted students for admission are described in the attached "Criteria for Recommendation".

3. Screening Method

Hosei University accepts recommendations from school principals and then selects applicants based on letters of recommendation, high school transcripts, results of English proficiency tests (if required), and other relevant documents.

4. Criteria for Recommendation

Please refer to the attached "Criteria for Recommendation".

5. How to Apply

The applicant must complete the following application process by the deadline (the final day of the application period). Please take into account that the application process requires that the applicant submit some documents by post in addition to the online application. The application process starts with an online application available from 10:00 am on the first day of the application period.

Before starting an application

Make sure to confirm all information in this guideline and prepare the application as follows before starting the online application process.

- (1) Prepare systems and devices for the online application. Refer to <https://www.guide.52school.com/guidance/net-hosei-ebdp/> for details.
- (2) Arrange application documents well in advance. Refer to “6. Application Documents” for details.
- (3) Prepare a photo file to upload. Note that this photo will be used for the application and for the student ID after enrollment. The file requirements are as follows:

Photo size: 304 by 304 pixels (The applicant can trim the photo to this size when uploading to the system.)

File format: JPEG

File size: 1 KB to 5MB

Other requirements:

- The photo must be taken against a plain background.
- The applicant should be facing straight ahead.
- Photos of the applicant wearing caps or sunglasses will not be accepted.
- Unclear photos or photos in which the applicant's face is obscured by hair, etc., will not be accepted.
- Photos should not be airbrushed or otherwise adjusted with editing software.

Application Process

Access the application website and start the online application by clicking the “My Page” button.

(<https://www.guide.52school.com/guidance/net-hosei-ebdp/>)



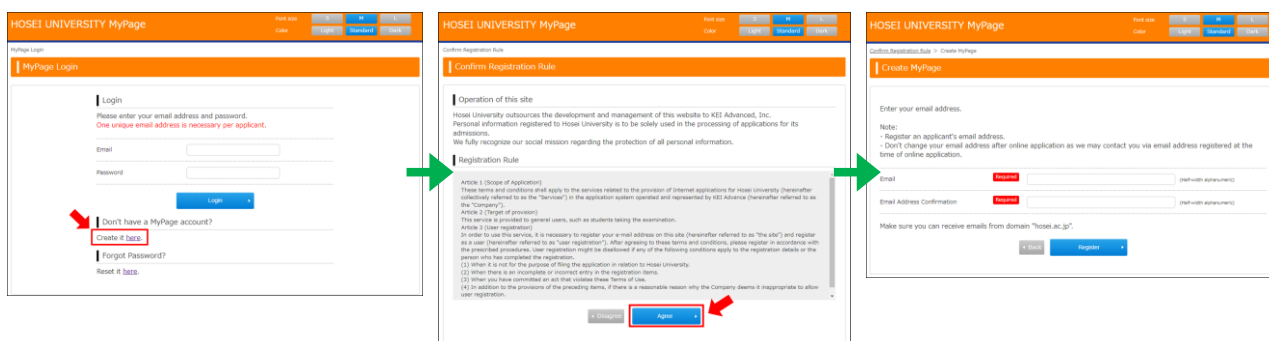
Follow the steps below.

※Some descriptions in the screenshots may vary from the actual application website※

(1) Create your My Page account

Refer to the below Screen pictures and create your My Page account by entering your email address.

A confirmation email is sent once the registration is completed. Go to the URL in the email.



(2) Register your personal information and photograph

Click the 'Proceed' button to register your personal information and upload your photograph. Note that the applicant must stick the printed photo to the application form in addition to uploading the photo.

(3) Select the admission category and complete the payment

✕The following password will be required to apply for the admission category "Priority School Admission".
Password: hoseiscr

Keep proceed and then complete the payment. The screening fee is non-refundable.

The amount of payment: 20,000 JPY (Plus a service charge of 990 JPY is required upon payment.)

Types of accepted credit card:



(4) Print the “Enrollment Request Form”

The Enrollment Request Form is then automatically displayed. Make sure that the uploaded photo is shown properly on the form then print it out. The form is a part of application document submitted by post.

STEP4 Complete your application

To complete your application, you must upload application materials (if required) and post all the application documents no later than the deadline.

STEP4-1: Upload the “Self-introduction video” and “Essay”. (The necessity of the “Self-introduction video” and “Essay” depends on the program and its admission category.)

STEP4-2: Print the “Enrollment Request Form” on the next page and send all application documents together to Hosei University by post no later than the specified deadline.

If you have not completed the screening fee payment in STEP3, complete it in STEP4.

HOSEI UNIVERSITY Font size: S M L Color: Light Standard Dark Online Application

Complete your application

Reference Number	Registered at	Admission Category	Payment Status	
[Redacted]	[Redacted]	GIS Priority School Admission	Accepted Credit Card Payment Payment Date August	Print Enrollment Request Form

[Back to MyPage](#)

(5) Submission of application documents

Send all application documents together to Hosei University by post. Refer to “6. Application documents”.


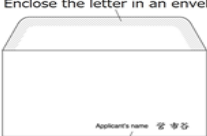

For applications submitted in Japan: these must be postmarked by the deadline.

For applications submitted from overseas: these must arrive by the deadline.

6. Application Documents

Certificates submitted from high schools must be written in English or Japanese.

Application Documents	Required (•) For All Applicants	Notes
(1) Application form	•	Applicants must use the application form designated by Hosei University. The application form must be completed by hand. Refer to the notes and provided samples to complete the forms.
(2) Enrollment request form	•	The enrollment request form is available for printing after completing the online application and paying the screening fee. Online application is available only during the application period.
(3) Photo (4 cm long by 3 cm wide)	•	<ul style="list-style-type: none"> - Affix photo to the application form. - The photo should be 4 cm long and 3 cm wide, a color photo of the applicant taken within three months, borderless, and taken against a plain background. - The applicant should be facing straight ahead. - Photos of applicant wearing hats or sunglasses will not be accepted. - Unclear photos, or photos in which the applicant's face is obscured by hair, etc., will not be accepted. - Photos should not be airbrushed or otherwise adjusted with editing software. - Write your name on the back of the photos.
(4) High school graduation certificate (certificate of expected graduation)	•	If such a certificate cannot be issued, submit a document stating the reasons for not having a high school graduation certificate (certificate of expected graduation).
(5) Official high school transcripts	•	<p>[1] Submit copies of high school program transcripts (for three years). Submit transcripts for three years even if the applicant was enrolled in multiple high schools. Submit a certificate of enrollment for the applicable period if an official transcript cannot be issued (e.g., if the period of enrollment in a high school was too short to issue a transcript).</p> <p>[2] If an official transcript is not available, submit an original copy of the transcripts showing grades and evaluations for each academic term.</p>

<p>(6) Letter of recommendation from a school principal</p>	<p>●</p>	<p>[1] In principle, the letter of recommendation must be prepared using the form designated by Hosei University.</p> <p>[2] The school principal must write the letter of recommendation in English.</p> <p>[3] The recommender must sign or put a seal in the signature space at the bottom of the letter of recommendation.</p> <p>[4] The recommender must enclose the letter in an envelope, then seal and sign across the flap.</p> <p>(See the diagram below.)</p> <div style="display: flex; align-items: center;"> <div style="flex: 1;"> <p>Front</p>  <p>Back</p>  </div> <div style="flex: 1; text-align: center;"> <p>*Use an official high school envelope.</p>  </div> </div>
<p>(if required) (7) Two letters of reference (sealed)</p>		<p>* Check the Criteria for Recommendation to see whether you need to submit these documents.</p> <p>Letters of reference in English or Japanese from two full-time teachers (issued within the previous 6 months and sealed). Use the form designated by Hosei University.</p> <p>*References are not accepted from teachers at professional training colleges, cram schools, preparation schools or language schools, etc.</p>
<p>(8) Copy of passport *Only for non-Japanese nationals</p>		<p>Submit a copy of the applicant's passport (must include photo, the name, date of birth, passport number and expiry date).</p>
<p>(if required) (9) Documents showing English language proficiency</p>		<p>*Check the Criteria for Recommendation to see whether you need to submit these documents.</p> <p>Submit certificate of the results from one of the following tests: TOEFL® or IELTS. Only results of tests taken within two years from the first day of the application period are acceptable.</p> <p>< TOEFL® ></p> <ul style="list-style-type: none"> • Applicants must submit the original "Official Score Report (Institutional Score Report)" by following the two steps below. 1. Enclose a photocopy of the "Test Taker Score Report" when sending the application documents. 2. Request ETS (Educational Testing Service) to send the "Official Score Report (Institutional Score Report)" directly to Hosei University by the end of the application period. <p>(NOTE: The Institution Code for Hosei University in TOEFL® is 0407.)</p> <ul style="list-style-type: none"> • TOEFL® ITP (testing for groups) is not acceptable. • MyBest™ scores are not admissible. • TOEFL® iBT Home Edition is not acceptable. <p>< IELTS ></p> <ul style="list-style-type: none"> • Applicants must submit the original Test Report Form. • Only the Academic Module is acceptable. • IELTS Online is not admissible.

(10) Essay	•	Write your essay on the form provided by Hosei University. The essay should be written in English and should be no more than 1,000 words. The essay does not need to be handwritten; it may be typed using an electronic device. Include the following points in the essay: - Your reasons for applying to GIS - Your plans and goals after entering university - Your personal strengths
(11) Documents related to the application for status of residence in Japan by an agent *Only for non-Japanese nationals		This procedure is required only when the applicant asks Hosei University to serve as an agent for the status of residence in Japan. Please refer to “Note 12. Acquisition of Student Residence Status” and submit the required documents
(12) Application check list	•	Please complete the checklist to make sure no documents and materials are missing.

[Notes on all application documents]

- Original documents must be submitted unless otherwise specifically stated. An application will be rejected if copies are submitted for documents for which originals are required.

If only one original document is issued, use either of the following options.

- Submit a certified copy verifying that the document is a replica of the original issued from the high school where the applicant is enrolled.
- Submit the original document with the other set of application documents.
Enclose a letter stating that the original document needs to be returned and include a self-addressed stamped envelope (with postal code, address and name). Contact the Hosei University Admissions Center if the original document needs to be returned immediately.

- Certificates issued by a high school for the application must be in either English or Japanese.
- The Admissions Center will not accept certificates that are not identifiable as belonging to an applicant due to a discrepancy in the name that the applicant provides on documents and the name stated on certificates. Please confirm with the offices that issue certificates that the stated name is the same as in your application.

For applicants from South Korea: Discrepancies are often found between the spelling of the name provided by applicants and the spelling of the name on official documents, including certificates of graduation and certificates and notification of transcripts. Be sure to confirm that the spelling used for the applicant's name is the same on all certificates and documents before applying.

- The online application, screening fee payment, and submission of application documents must be completed within the application period.
- Completing only the online application does not complete the application procedure. The application procedure is completed once Hosei University receives all application documents.
- There are currently delays in international mail. Application documents from outside of Japan should be sent well in advance to ensure they are received in time for processing by Hosei University.
- The applicant cannot change the selected faculty or department after submitting the application.
- The applicant cannot cancel the application once it is submitted.
- Documents submitted to Hosei University are not returned. Document replacements are not accepted.

- Applicants with disabilities who require special consideration for learning should contact Hosei University before starting the application process (before making online application).

Documents to Submit

Place all necessary documents in an A4 size envelope (240 mm by 332 mm). Mail the envelope using a rapid delivery service such as EMS or FedEx to Hosei University. (Use registered express mail when mailing documents from within Japan.) If there are more than two applicants, please place the envelopes into one larger envelope, and send it to Hosei University. Applications will not be accepted after the deadline.

Mail to: **GIS, Office of Academic Affairs, Hosei University**
2-17-1, Fujimi, Chiyoda-ku, Tokyo 102-8160, Japan

Applications must arrive at the address above no later than the deadline.

7. Important Points for Completing the Application Form

- (1) Applicants must fill out the necessary information using a black or blue pen (ink); refer to the sample on the next page. Use whiteout or correction tape to correct mistakes.
- (2) Fill out the form carefully in BLOCK LETTERS.
- (3) Enter the same name printed on the passport in the name space.
 - The Admissions Center cannot identify an applicant if the name on the application form differs from the name provided on the certificates. Such application documents will be rejected; thus, all applicants must make sure that the name is the same on all documents.
 - Fill in *NAME in Kanji* / 漢字 if applicable.
 - Fill in *NAME in Kana* / フリガナ if applicable.
- (4) Fill in the birthdate based on the Western calendar.
- (5) Fill in the address and room number if an applicant lives in an apartment or condominium in the home country. Fill out the mobile phone number and email address if available.
- (6) Fill in the country of birth.
- (7) Enter the country of citizenship in the nationality space. Applicants holding dual citizenship should indicate both and circle the one the applicant will use to enter Japan. If applicants hold dual citizenship including Japanese citizenship, Japanese nationality must be used.
- (8) Fill in the name of parents or legal guardians.
- (9) Provide an emergency contact number of someone other than the applicant residing in Japan.
- (10) Describe educational background completed from elementary school to the present in the educational background space. Describe the expected graduation date and number of years in enrollment
- (11) Sign the form to affirm that all information provided is true and correct.
- (12) Fill in the applicant's name and *NAME in Kana* / フリガナ (if available) on the second page as well and staple the two pages together

EXAMPLE

2025 Academic Year Hosei University Application Form

2025 年度 法政大学出願フォーム

FACULTY/ DEPARTMENT 志望学部・学科	FACULTY GIS		DEPARTMENT GIS		APPLICANT NUMBER 受験番号
	※To be filled out by the office.				
FULL NAME IN ENGLISH 英字氏名	FIRST FAZHENG	MIDDLE	LAST WEN		Affix color photo here (taken within three months) 4 cm x 3 cm No caps /sunglasses Plain background
NAME IN KANA フリガナ					
NAME IN KANJI (if applicable) 漢字氏名	FIRST 法政	LAST 文			
DATE OF BIRTH 生年月日	YEAR X X X X	MONTH XX	DAY XX	AGE 年齢 18	
MAILING ADDRESS IN ENGLISH 英字現住所	105,200, Nan Chang Lu, Shanghai Shi, XXXXXX China				
	PHONE NO. +86-21-456XXXX		MOBILE PHONE NO. +86-1390-123XXXX		
	E-MAIL XXXXX@XXXXX.XX.cn				
HOME ADDRESS 本国住所 (if different from above)	105,200,Nan Chang Lu, Shanghai Shi, XXXXXX China				
	PHONE NO. +86-21-456XXXX		MOBILE PHONE NO. +86-1390-123XXXX		
COUNTRY OF BIRTH 出生国	China	NATIONALITY 国籍	Chinese	NATIVE LANGUAGE 母語	Chinese
GUARANTOR 保証人	FULL NAME 氏名	Peike WEN		RELATIONSHIP TO APPLICANT 続柄	Father
EMERGENCY CONTACT 本人以外の 日本在住の方 の緊急連絡先	FULL NAME OR SCHOOL NAME 氏名(または学校 名)	<p><i>*Enter information only if an emergency contact besides the applicant is present in Japan.</i></p>			
	ADDRESS 住所				
	PHONE NO. 電話番号				

1/2

Name in Kana フリガナ	NAME in Kana フリガナ	
Name in English 氏 名	NAME in English 氏 名	FAZHENG WEN (Print) block letters only

EDUCATIONAL BACKGROUND (FROM ELEMENTARY SCHOOL TO PRESENT) 学 歴 (小学校から現在まで) 【Note】 *Include Japanese language schools. *Exclude preparatory schools and cram schools.	NAME OF INSTITUTION 学校名	COUNTRY 所在国	PERIOD OF ATTENDANCE 在学期間	YEARS 年数
	Shanghai FaFa elementary school	China	m m / y y y y ~ m m / y y y y 9 / 2013 ~ 07 / 2019	years months
	Shanghai Zhengzheng junior high school	China	9 / 2019 ~ 07 / 2022	years months
	Shanghai Zhengzheng high school	China	9 / 2022 ~ 07 / 2025 (Graduation expected)	years months
			/ ~ /	years months
			/ ~ /	years months
			/ ~ /	years months
			/ ~ /	years months
			/ ~ /	years months
	TOTAL YEARS (FROM ELEMENTARY SCHOOL TO PRESENT) 小学校から現在までの合計在学期間※To be filled out by the office.			
EXTRA-CURRICULAR ACTIVITIES e.g. volunteering, internship, etc. 課外活動			/ ~ /	years months
			/ ~ /	years months
EMPLOYMENT HISTORY 職歴	NAME OF COMPANY/EMPLOYER 勤務先	COUNTRY 所在国	PERIOD 在職期間	YEARS 年数
			m m / y y y y ~ m m / y y y y / ~ /	years months
			/ ~ /	years months
MILITARY SERVICE 兵歴	m/ y ~ m/ y (months years)			
I hereby declare that the above-mentioned statements are all true and correct. 以上についてすべて真実であり、正しいことをここに誓います。 YEAR MONTH DAY SIGNATURE <u>xxxx</u> 年 <u>xx</u> 月 <u>xx</u> 日 本人署名 FAZHENG WEN				

8. Important Notes about the Application Procedure

- Policies regarding false statements or misconduct in the application process:

- (1) If a false statement or misconduct is discovered during the period between the application process and the announcement of successful applicants, Hosei University will disqualify the applicant and will not refund the screening fee.
- (2) If a false statement or misconduct is discovered during the period between the announcement of successful applicants and official enrollment, Hosei University will deny admission and will not refund the screening fee. If a denied applicant has completed the payment of the full amount required for official enrollment, Hosei University will refund the school fees, excluding the admission fee.
If a false statement or misconduct is discovered after the official enrollment date, Hosei University will revoke admission and they will not refund any fees paid by the applicant.

- Policies regarding failing to fulfill application or enrollment requirements before the official enrollment date:

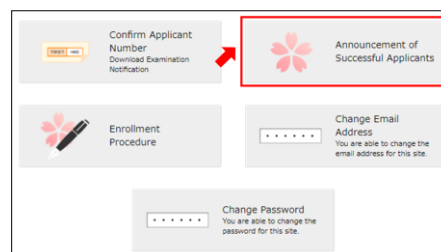
- (1) Admission will be denied if an applicant who has passed the screening, then fails to fulfill application or enrollment requirements before the official enrollment date.
- (2) Any school fees paid, excluding the admission fee, will be refunded to an applicant whose admission is denied due to failing to fulfill application or enrollment requirements before the official enrollment. In the case of an applicant who has paid school fees finding it impossible to fulfill the application or enrollment requirements before the official enrollment, please contact the International Admissions Office at Hosei University immediately.

9. Announcement of Successful Applicants

Click the “Announcement of Successful Applicants” button on “My Page” to check the result. The result will be available from 10:00 am on the day the results are announced to the due date for completing enrollment procedures.

- Telephone inquiries are not permitted.
- Contact us (ebdp-i@ml.hosei.ac.jp) if you are unable to view the result.

The successful applicant can access to our online enrollment procedure system with the applicant number and the date of birth. Refer to “10. Enrollment Procedure” for details.



10. Enrollment Procedure

The successful applicant must register the required information through our online enrollment procedure system and pay the enrollment procedure fee no later than the final date of the enrollment procedure period. Please access to <https://www.guide.52school.com/guidance/net-hosei-ebdp/> for and click ‘How to Enroll’ tab for more details.

Note:

- Acceptance to the university will be cancelled if an applicant fails to complete the procedures before the deadline regardless of circumstances.

- Certificate of Admission is issued upon request to applicants who have successfully completed the enrollment procedure. Check the Enrollment Procedure Guide on how to receive the Certificate of Admission.
- Acceptance to the university will be withdrawn if an applicant cannot obtain the status of residence in Japan that permits enrollment at Hosei University, even if the applicant is accepted or has completed the enrollment procedure. The admission fee is not refundable in such a case.
- The amount to be paid as part of the enrollment procedure (Enrollment Procedure Fee) includes the admission fee, the tuition and the education enhancement fee for the 1st semester (half of the annual amount), and other associated costs. Refer to “11. School Fee” for details.
- The amount to be paid after enrollment is the tuition and the education enhancement fee for the 2nd semester (the other half of the annual amount). Refer to “11. School Fee” for details.
- The Enrollment Procedure Fee is not refundable if an applicant fails to satisfy the requirements specified in the school regulations, such as failing to obtain the status of residence in Japan and cannot reside in Japan after enrollment.

11. School Fees (for students enrolling in 2025)

<Enrollment Procedure Fee: 917,500 JPY>

<Unit: JPY>

Item \ Year				
	1st year	2nd year	3rd year	4th year
Admission Fee	240,000	--	--	--
Tuition	1,097,000	1,097,000	1,097,000	1,097,000
Education Enhancement Fee	232,000	232,000	232,000	232,000
Others	13,000	7,000 ^{*1}	7,000 ^{*1}	37,000 ^{*1*2}
Total	1,582,000	1,336,000	1,336,000	1,366,000

^{*1} Starting with students enrolling in 2025, school fees payment will be made by direct debit. An account in Japan will be required for the payment.

^{*2} For 2nd to 4th year students, approximately 7,000 JPY needs to be paid for various related expenses as noted above. The above amount of the expenses is subject to change and will be determined during that year.

^{*3} 4th year students also need to pay 30,000 JPY for membership in the alumni association which all graduates are automatically enrolled in.

12. Acquisition of Student Residence Status

Non-Japanese students must obtain the proper residence status to study in a college or university in Japan. Students cannot be enrolled in a college or university under Temporary Visitor resident status. However, students can be admitted to a college or university under Dependent or Long-term Resident statuses. Please note that students with resident statuses other than Student are not eligible for assistance programs or scholarships for international students.

Application for the status of residence in Japan as a Student

1) Applicants who reside outside of Japan at the time of enrollment procedure

Applicants who reside outside of Japan at the time of the enrollment procedure must select either of the following for application:

(1) Applicants who request Hosei University to apply as an agent

Hosei University applies for the Certificate of Eligibility, which is required for a student visa, if an applicant does not have an agent to do so (a sponsor or a relative who pays living expenses in Japan). In such cases, send the following documents required for the procedure to Hosei University along with application documents at the time of application. Hosei University does not submit an agent application if the required documents are not enclosed at the time of the application. Hosei University does not return admission fees even when an applicant fails to obtain a student visa and cannot be enrolled in Hosei University.

Applicants must understand that the Certificate of Eligibility may not be issued even when Hosei University applies for it as an agent. Hosei University does not return documents submitted to the university regardless of whether an applicant is accepted or rejected.

Hosei University requests the submission of these documents at the time of application because it will be too late to start the application procedure after enrollment; the timing is irrelevant to the acceptance or rejection in the screening.

*Hosei University cannot submit an agent application if the documents contain mistakes / errors.

◆ Documents required for the application procedure

- [1] Request Form for COE Application by Hosei University
- [2] One photo
- [3] Copy of your passport (the page with a photo)
- [4] Other (See **Note**.)

*Make sure to send all of the documents above with application documents.

(2) Applicants who request someone living in Japan to apply as an agent

Send one photo of the applicant to the person who serves as the agent for the application and request the following ① and ③. The agent must be a sponsor who pays the living expenses in Japan or a relative living in Japan.

- ① The agent who received the Certificate of Admission must immediately submit the following documents to the Immigration Bureau and apply for the Certificate of Eligibility as an agent of the applicant to apply for a student visa. (All documents must be prepared within the past six months.)

[1] Application for Certificate of Eligibility (three pages of the form designated by the Immigration Bureau to be completed by the applicant and two pages to be filled in by the organization to which the

applicant belongs)

*Hosei University fills in the last two pages (to be filled in by the organization to which the applicant belongs). Apply for this procedure at Hosei University well in advance before the application at the Immigration Bureau.

*The entry form is available on the Immigration Bureau website for download.

Immigration Bureau website: <https://www.moj.go.jp/isa/index.html>

(Entry form: <http://www.moj.go.jp/isa/content/930004044.pdf>)

[2] One photo (paste a photo 4 cm long and 3 cm wide onto the application [1].)

[3] The Certificate of Admission or its copy (The original must be presented in order to make a copy.)

[4] Documents certifying their ability to pay expenses during their stay

[5] A self-addressed stamped envelope (paste a 460 JPY stamp for registered mail onto the envelope and write the address of the agent to which the Certificate of Eligibility is sent.)

*Stamp prices are subject to change.

[6] Other (See **Note.**)

② The Immigration Bureau usually sends the Certificate of Eligibility to an agent about 2 months after the application. Clearly request the agent who received the Certificate of Eligibility to immediately send it to you by international express mail so that you can apply for a student visa.

③ The applicant must present the Certificate of Eligibility and a passport to the nearest Japanese Embassy or Consulate and receive a student visa.

2) Applicants who reside in Japan at the time of the enrollment procedure

Applicants living in Japan who received the Certificate of Admission must immediately bring a passport, resident card, or alien registration certificate to the nearby Immigration Bureau and apply for the status of student residence.

(1) For those who have the “dependent” or other status to apply for the “Student” residence status

Attach the following documents. These documents must be prepared within the previous six months.

[1] Application for permission to change the status of residence (three pages of the form designated by the Immigration Bureau to be filled in by the applicant and two pages to be filled in by the organization to which the applicant belongs)

[2] The Certificate of Admission or its copy (The original must be presented in order to make a copy.)

[3] Documents certifying their ability to pay expenses during their stay

[4] Residence card

[5] Passport

[6] National Health insurance certificate

[7] Transcript of their previous school

[8] Other (See **Note.**)

*Global Education Center will issue [1] (issued by organization) and [2]. Applicants have to ask Global Education Center to issue it once they have completed the enrollment process.

(2) For those who have the “Temporary Visitor” residence status to apply for the “Student” residence status

(also for those who entered Japan from a country with a visa waiver agreement with Japan to apply for the “Student” residence status):

To apply for changing the status of residence from “Temporary Visitor” to “Student,” the applicant

must first apply for a Certificate of Eligibility as Student at the nearest Immigration Bureau. Once the Certificate of Eligibility is issued, bring it to the nearest Immigration Bureau to apply for the permission to change the status of residence. If an applicant cannot apply for permission to change the status in Japan, apply for a student visa at a Japanese Embassy or Consulate outside of Japan as soon as the Certificate of Eligibility is issued. Attach the following documents (prepared within the past six months) to apply for the Certificate of Eligibility. As for the procedures, please check “**1) Applicants who reside outside of Japan at the time of enrollment procedure**”

Applicants may apply for the Certificate of Eligibility in their home countries without using the agent application.

NOTE: This process may take several months to obtain a student visa.

Note: Other aspects

- Japanese translations with an official certificate must be attached to submitted documents written in a non-Japanese language.
- Applicants may be required to submit documents certifying their ability to pay expenses during their stay depending on the following:
 - If applicants pay the expenses by themselves, applicants are required to submit a bank account balance certificate in the name of the applicants.
 - If applicants' financial sponsors such as parents and other relatives pay the expenses, applicants may be required to submit a bank account balance certificate or a proof of annual income in the name of the applicants' financial sponsors.
 - If applicants receive scholarships to pay the expenses, applicants may be required to submit a certificate of receiving scholarships which includes the amounts they receive, how long they receive it, and which organizations give them scholarships.
- The Certificate of Eligibility will not be issued to applicants with dual nationality in Japanese and another country.

[Contact for inquiries concerning the application for status of residence in Japan]

*Contact the office below for any uncertainties before applying.

Tokyo Immigration Information Center

5-5-30, Konan, Minato-ku, Tokyo, 108-8255 Japan

TEL: 03-5796-7112

Notification of the Accepting Organization

If you attend another school in Japan and enter Hosei University immediately after graduation from that school, you must submit the “Notification of the Accepting Organization” to Immigration Bureau.

Check the details and follow the procedure below.

<https://www.moj.go.jp/isa/content/001351302.pdf>

13. Housing and Scholarships

- Hosei University does not have a student dormitory or housing owned by the university. Real estate agencies that offer apartments, dormitories, and flats to international students are posted on the website of Hosei University. Those who want to use this service must directly contact the real estate agencies.
- A person who rents an apartment usually must have a co-signer who resides in Japan. By paying a deposit (usually 1/4 to 1/3 of the monthly rent), some real estate agencies allow a rental contract without a co-signer for those who cannot find a co-signer in Japan. Check the website of Hosei University for details.

[Finding Accommodation]

http://www.hosei.ac.jp/english/admissions/undergraduate/ebdp/finding_accommodation/

- Hosei University has established a scholarship system for students who have financial difficulties paying for school and for students who have produced outstanding results in their studies or other fields. Please check the details on the following websites:

[International Students]

<http://www.global.hosei.ac.jp/en/support/scholarships-offered-by-hosei-university/>

[Japanese Students and Permanent Residents in Japan]

<https://www.hosei.ac.jp/campuslife/shogaku/>

List of contact information

◆ **Inquiries concerning the screening, the criteria for recommendation, the acquisition of status of residence, qualification for application, etc.:**

GIS Office, Hosei University

E-mail: gis@hosei.ac.jp

2-17-1 Fujimi, Chiyoda-ku, Tokyo, 102-8160 Japan

◆ **Inquiries concerning English proficiency tests:**

Please contact each testing organization directly.