

2024 Academic Year

IGESS

Institute for Global Economics and Social Sciences

Application Guidelines for Priority School
Admission
(Fall Admission)



English-based Degree Programs



Institute for Global Economics
and Social Sciences

Institute for Global Economics and Social Sciences

Application Guidelines for Priority School Admission

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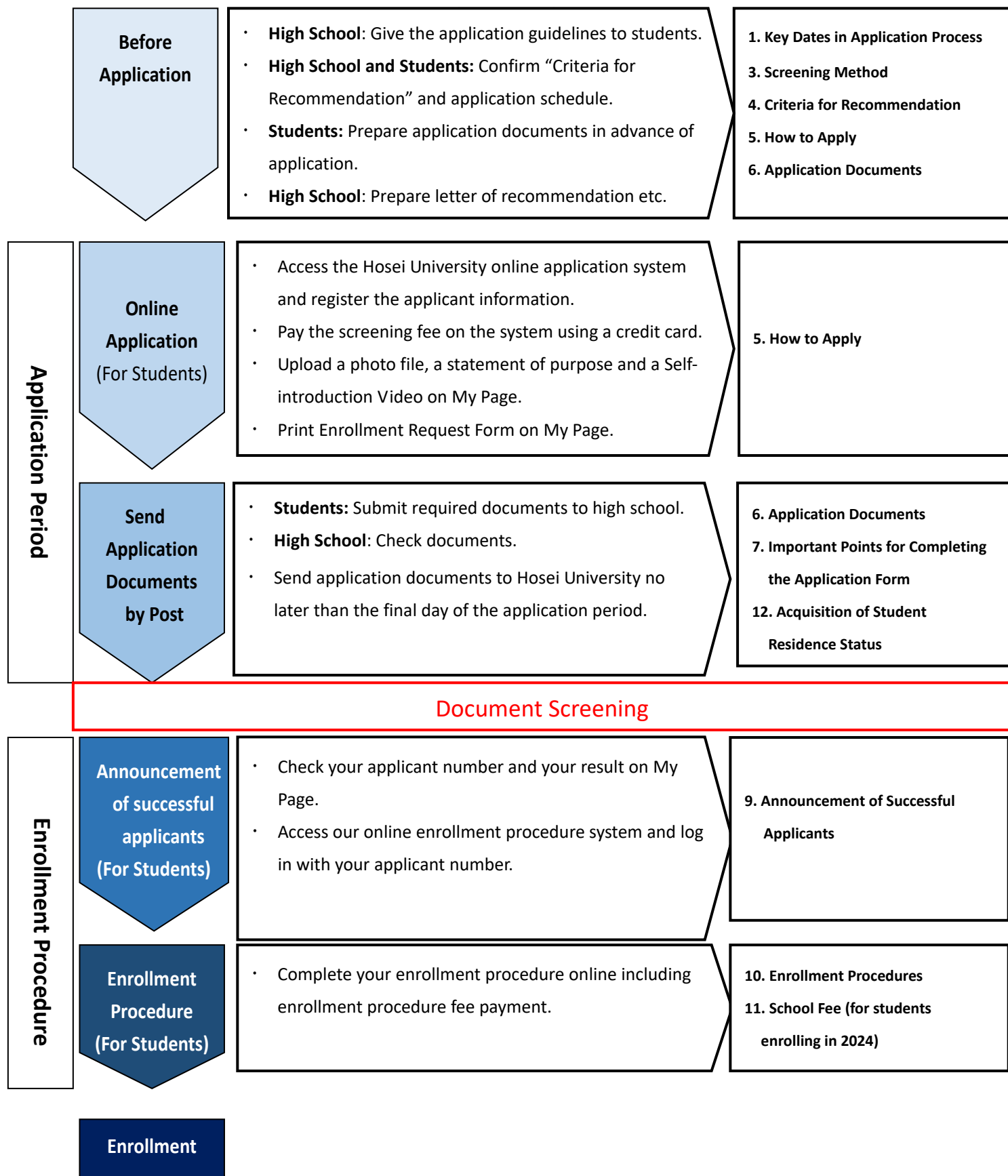
• All dates and times in this document are Japan Standard Time (JST).

Privacy Policy

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

Step-by-step application procedures:

Refers mainly to:



Overview of Priority School Admission

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

1. Key Dates in Application Process

Application Period	November 27, 2023 to December 15, 2023
Announcement of successful applicants	January 30, 2024
Enrollment Procedure Period	January 30, 2024 to February 20, 2024
Enrollment	September 16, 2024

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 letter of recommendation, statement of purpose for applying to Hosei University, high school transcripts, results of English proficiency tests, 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). The application process starts with an online application available from 10:00 am on the first day of the application period. Note that the application is not completed only online because the applicant must send application documents by post to Hosei University.

Before starting an application

Make sure to check all the information on this guideline and prepare the application as follows in advance of the online application.

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

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

File Format: jpg

File Size: 1 KB to 5MB

Others:

- The photo must be taken against a plain background. In the photo, the applicant should look straight ahead.
- Photos of the applicant wearing caps or sunglasses will not be accepted.
- Unclear photos and photos that do not clearly identify the applicant because of hairstyles or for other reasons will not be accepted.
- The photo must clearly show the applicant's eyes for accurate identification.

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/>)



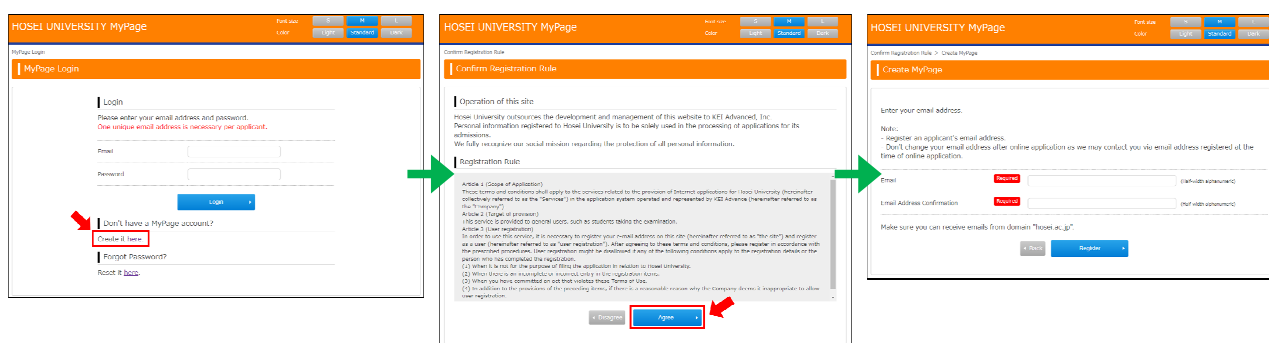
Follow the steps below.

※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 “Proceed” buttons 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) Upload the “Self-introduction video” and “Essay”

Please be advised that the “Essay” might be called in other names such as “Statement of Purpose” or “Statement of reasons” depending on the applied program.

Caution
Please be aware that the uploaded files cannot be replaced after clicking the "Complete" button.

Acceptable Format
【Essay】
 .docx, .txt
【Self-introduction Video】
 mp4, mov, .mpg, .avi, .wmd, .wmv

(5) 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 documents submitted by post.

(6) 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	Note
(1) Application form	●	Applicants must use the application form designated by Hosei University. The application form must be filled by hand. Refer to the notes and samples provided later to complete the form.
(2) Enrollment request form	●	The enrollment request form is available for printing after completing 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"> - Paste your photo on the application form. - The photo should be 4 cm long and 3 cm wide (A color photo of the applicant taken within three months of the application), borderless, and taken against a plain background. In the photo, the applicant should look straight ahead. - The photo must be unretouched and not differ significantly from the applicant's normal facial features (<u>Edited photos are not acceptable.</u>). - The photo wearing caps or sunglasses will not be accepted. - Unclear photos, such as snapshots and digital photos, and photos that do not clearly identify the applicant because of hairstyles or for other reasons will not be accepted. - Write the applicant's name on the back of the photos. - Provide a photo clearly showing the applicant's eyes for accurate identification. - A photo, which is significantly different from the face shown in the introduction video is not acceptable. - If the university considers that the photo and the face shown in the introduction video is significantly different, the university will request the applicant to submit a different photo. - Take a photo with glasses if the applicant wears glasses in the introduction video.
(4) High school graduation certificate (certificate of expected graduation)	●	Submit a document stating the reasons for not having a high school graduation certificate (certificate of expected graduation) if such certificate cannot be issued.

(5) Official high school transcripts	•	<p>[1] Submit copies of transcripts for the high school program (for three years). Submit transcripts for three years even if the applicant enrolled in multiple schools for high school. Submit a certificate of enrollment for the applicable period if an official transcript cannot be issued for reasons such as the period of enrollment in a high school was too short to issue a transcript.</p> <p>[2] Submit original copies of documents (reports) showing grades and evaluations for academic terms if an official transcript is not available.</p>
(6) Letter of recommendation from a school principal	•	<p>[1] In principle, a letter of recommendation must be prepared using the form designated by Hosei University.</p> <p>[2] The school principal must write a 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] Once the letter of recommendation is written, the recommender must enclose the letter in an envelope, then seal and sign across the flap. (See the diagram on the next page.)</p> <div data-bbox="628 1055 1129 1348"> <p>Front:  To Hosei University Letter of Recommendation</p> <p>Back: Enclose the letter in an envelope and seal.  Applicant's name 署名欄</p> <p>*Use an official high school envelope.</p> <p> TARO FUJIMI Sign across the flap. Applicant's name 署名欄</p> <p>Write the applicant's name in English.</p> </div>
(7) Copy of passport	•	<p>Submit a copy of the passport (must include photo, the applicant's name, date of birth, passport number and expiry date).</p> <p>If applicants hold dual citizenship, both passport copies must be submitted.</p>

<p>(8) Documents showing English language proficiency</p>	<ul style="list-style-type: none"> • 	<p>The applicants must submit an official score from one of the following tests: TOEFL® iBT, IELTS or TOEIC®. Results of tests taken within two years from the first day of the application period are acceptable.</p> <p>< TOEFL® iBT ></p> <p>The applicants are required both to submit "Test Taker Score Report" and to order "Official Score Report (Institutional Score Report)" following the two steps below.</p> <p>(Step1) Enclose "Test Taker Score Report"</p> <p>Enclose a photocopy of the "Test Taker Score Report" when sending the application documents.</p> <p>(Step2) Request "Official Score Report" sent to Hosei University</p> <p>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> <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. • TOEFL® iBT Home Edition is not acceptable. • My Best™ scores are not admissible. <p>< IELTS ></p> <p>The applicants must submit the original "Test Report Form" by one of the following methods, a or b :</p> <ol style="list-style-type: none"> Enclose the original "Test Report Form" when sending the application documents. Request Institution of IELTS to send the "Test Report Form" directly to Hosei University by the end of the application period. In that case enclose a photocopy of the "Test Report Form" when sending the application documents. <p>(NOTE)</p> <ul style="list-style-type: none"> • Only the Academic Module is acceptable. • IELTS Online is not acceptable. <p>< TOEIC® ></p> <ul style="list-style-type: none"> • Applicants must submit the original Official Score Certificate of TOEIC® L&R and TOEIC® S&W. • TOEIC® IP (testing for groups) is not acceptable.
<p>(9) Statement of Purpose</p> <p>*Applicants required both to submit a print and data</p>	<ul style="list-style-type: none"> • 	<p>Areas to Cover</p> <p>Address the following questions in your Statement:</p> <ul style="list-style-type: none"> • Reasons for applying to Hosei University • What the applicant would like to study in IGESS program <p>Format, Form, Length and Writing Style</p> <ul style="list-style-type: none"> • Format: Must be prepared in the designated format. (.docx or .txt). • Use the form designated by Hosei University. Print the form from the university website. <p>The statement must be an 800-1000 word essay written in English.</p> <p>The applicants required both to submit a print and data.</p> <p>(Step1) Enclose a printout</p> <p>Enclose a printout of it when sending the application documents.</p> <p>(Step2) Upload on "My Page"</p>

		<p>Upload the data on “My Page”.</p> <p>If .docx data is not available, please upload in .txt data.</p> <ul style="list-style-type: none"> • How to upload “Statement of Purpose”: Please refer to 5.How to Apply: <p>(4) Upload the “Self-introduction video” and “Essay”</p>
<p>(10) Self-introduction video</p> <p>*Applicants must upload on “My Page”.</p>	<ul style="list-style-type: none"> • 	<p>Areas to Cover:</p> <p>You should consider addressing the following questions when preparing a self-introduction video:</p> <ul style="list-style-type: none"> • What are your strengths and weaknesses based on your own experiences? • How do you intend to challenge yourself at Hosei University? • What do you hope to accomplish in your professional life upon graduation? <p>Format, Length and How to Upload:</p> <ul style="list-style-type: none"> • Format: Must be one that can be played using Windows Media Player (.mov, .mp4, .mpg, .avi, .wmv, .wmv, .mov). • Length: 2.5 to 3 minutes • Language: English only • The face of the applicant must be shown in the video at all times. • Video editing, such as voice-overs, cutting and pasting of scenes, etc., is prohibited. • Make sure the video and the audio is in synchronization. • <u>Avoid excessive video editing. Face editing is not acceptable as well.</u> • How to upload the video: Please refer to 5.How to Apply: <p>(4) Upload the “Self-introduction video” and “Essay”</p>
<p>(11) Documents related to the application for status of residence in Japan by an agent</p> <p>*Only for non-Japanese nationals</p>		<p>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 “12. Acquisition of Student Residence Status” and submit required documents.</p>
<p>(12) Copy of Residence Card (在留カード)</p>		<p>If you live in Japan and have a status of residence, please submit a copy of your Residence Card (must include the back side).</p>
<p>(13) Application Checklist</p>	<ul style="list-style-type: none"> • 	<p>Please complete the check list to make sure no documents and materials are missing.</p>

[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 from A to B.

- A. Submit a certified copy verifying that the document is a replica of the original issued from the high school where the applicant is enrolled.
- B. Submit the original document with the other set of application documents, then it will be returned by Hosei University Admissions Center.

Enclose a letter stating that the original document needs to be returned. If the applicant requests that the document be returned to overseas, include the mailing address, name, and FedEx account number on the return request letter. Contact Hosei University Admissions Center if the original document needs to be returned immediately.

- Certificates issued by a high school for the application must be written in 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 the correct name with the offices that issue certificates is the same as in your application.

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

- The applicant needs to complete online application, payment of the screening fee, and submission of application documents during the application period.
- Completing only online application does not mean the completion of the application procedure. The application procedure is completed when Hosei University receives all application documents.
- There are currently delays in international mail. Consequently, application documents from outside of Japan should be sent well in advance so that they are received in enough time to be processed by Hosei University.
- The applicant is not allowed to change the applied faculty or department after submitting the application.
- The applicant is not allowed to cancel the application once it is submitted.
- Documents submitted to Hosei University are not returned. Documents cannot be replaced.

Documents to Submit

Put 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 put the envelopes into one big envelope, and send to Hosei University. Applications will not be accepted after the deadline.

Mail to: **IGESS Office, Hosei University**

4342 Aihara-machi, Machida-shi, Tokyo 194-0298 Japan

Application documents 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.
 - Fill in *NAME in Kanji / 漢字* if the Chinese characters of your name is known.
 - Fill in *NAME in Kata Kana / フリガナ* if the Japanese pronunciation of your name is known.
- (4) Fill in the birthdate based on the Western calendar. Do not use *nengo* or any other country-specific calendar.
- (5) Fill in the address and room number if an applicant lives in an apartment or condominium in the home country. Fill in the mobile phone number and email address if available.
- (6) Enter the country of citizenship in the nationality space.
- (7) If applicants hold dual citizenship, check “Yes” in the dual citizenship space and enter the other country of citizenship. Enter the nationality applicants wish to apply for when entering Japan in the nationality space and enter the other in the dual nationality space. If the dual nationality includes Japanese nationality, the Japanese one will be given priority at Hosei University.
- (8) Fill in the name of parents, or legal guardian in the guardian space.
- (9) Provide an emergency contact number of a person other than the applicant who resides in Japan.
- (10) Describe educational background completed from elementary school to the present school in the educational background space. Describe the expected graduation date and number of years in enrollment if an applicant is now enrolled in a school. ※Please include Japanese language schools as well (If any).
- (11) Sign documents to confirm that all information provided is true and correct.
- (12) Fill in the applicant’s name and *NAME in Kata Kana / フリガナ* (if available) on the second page as well and staple the two pages together.

EXAMPLE

2024 Academic Year Hosei University Application Form

2024 年度 法政大学出願フォーム

FACULTY/ DEPARTMENT 志望学部・学科	FACULTY Economics		DEPARTMENT Economics		Applicant number 受験番号	
					*To be filled out by the office.	
FULL NAME/氏名	FIRST	MIDDLE	LAST		Paste a Color PHOTO here (1) <i>Unretouched</i> (2) <i>No caps /sunglasses</i> <i>Plain Background</i> (3) <i>Taken within three months</i> 4x3cm	
Alphabet 英字 <small>*as shown in passport</small>	Fazheng		WEN			
Kata Kana フリガナ <small>*if applicable</small>						
Kanji 漢字 <small>*if applicable</small>	法政		文			
DATE OF BIRTH 生年月日	YEAR X X X X	MONTH XX	DAY XX	AGE 年齢	18	
CURRENT 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-mailxxxxxx@xxxxxx.xx.cn					
HOME ADDRESS 本国住所	105,200,Nan Chang Lu, Shanghai Shi, XXXXXX China PHONE No. +86-21-456XXXX MOBILE PHONE No. +86-1390-123XXXX					
NATIONALITY 国籍	Chinese	DUAL CITIZENSHIP 二重国籍	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, <u>Korean</u>	NATIVE LANGUAGE 母語	Chinese	
GUARDIAN 保護者	FULL NAME 氏名	Peike WEN			RELATIONSHIP TO APPLICANT 続柄	Father
PERSON TO CONTACT IN CASE OF EMERGENCY 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	<i>*Enter information only if an emergency contact besides the applicant is present in Japan.</i>				
	ADDRESS 住所					
	PHONE No. 電話番号					

1/2

NAME in Kata Kana フリガナ	
NAME in English 氏 名	FAZHENG WEN (Print)Block Letter only

EDUCATIONAL BACKGROUND FROM ELEMENTARY SCHOOL TILL NOW 学 歴 (小学校から現在まで) 【Note】 *Include the Japanese language schools *Exclude a preparatory school and cram school.	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 / 2011 ~ 07 / 2017	5 years 10months
	Shanghai Zhengzheng junior high school	China	9 / 2017 ~ 07 / 2020	2 years 10months
	Shanghai Zhengzheng high school	China	9 / 2020 ~ 07 / 2024 (Graduation expected)	3 years 10months
			/ ~ /	years months
			/ ~ /	years months
			/ ~ /	years months
			/ ~ /	years months
			/ ~ /	years months
		TOTAL YEARS (ELEMENTARY TO HIGH SCHOOL) 小学校から高校までの合計在学期間※To be filled out by the office.		
Extracurricular 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 xxxx 年 xx 月 xx 日		SIGNATURE 本人署名 FAZHENG WEN		

8. Important Notes on Application

- Applicants cannot change faculty or department after the application.
 - Applicants cannot cancel an application once it is submitted.
 - Hosei University does not return submitted documents.
 - Applicants with disabilities who require special consideration for learning must contact us before starting the application process (before making online application).
-
- Policies in case any false statements or misconduct relating to the application are found
 - (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 the official enrollment, Hosei University will deny the admission and will not refund the screening fee. If a denied applicant has completed the payment of the whole amount required for the official enrollment, Hosei University will refund the school fees, excluding the admission fee.

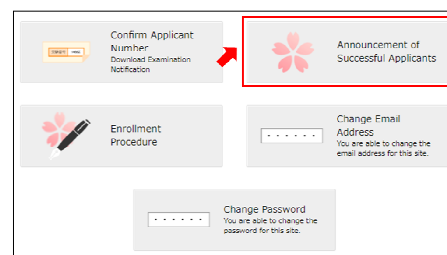
If a false statement or misconduct is discovered after the official enrollment date, Hosei University will revoke the admission and there will be no refund of any fee an applicant has paid.
-
- Policies in case of failing to fulfill the application or enrollment requirements before the official enrollment date
 - (1) Admission will be denied if an applicant who has passed the screening then fails to fulfill the 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 the 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 may be checked from 10:00 am on the day the results are announced to the due date for completing the enrollment procedures.

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

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



10. Enrollment Procedures

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 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 procedures. Check the Enrollment Procedure and Flow 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 procedures. The admission fee is not refundable in such a case.
- The amount to be paid as part of the enrollment procedures (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 the 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 Fee (for students enrolling in 2024)

<Enrollment Procedure Fee: 853,000 JPY>

<Unit: JPY>

Item \ Year	1st year	2nd year	3rd year	4th year
Admission fee	240,000	--	--	--
Tuition	968,000	968,000	968,000	968,000
Education Enhancement Fee	228,000	228,000	228,000	228,000
Others	15,000	9,000 ^{*1}	9,000 ^{*1}	39,000 ^{*1*2}
Total	1,451,000	1,205,000	1,205,000	1,235,000

^{*1} For 2nd to 4th year students, approximately 9,000 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.

^{*2} 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 in order to study in a college or university in Japan. Students cannot be enrolled in a college or university with the resident status visa as Temporary Visitor. However, students can be admitted to a college or university with the resident status as Dependent or Long-term Resident. Please note that students with the resident status 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 procedures

Applicants who reside outside of Japan at the time of the enrollment procedures 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 procedures 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 procedures after enrollment; the timing is irrelevant to the acceptance or rejection in the screening.

* Hosei University cannot submit an agent application if the documents have mistakes or insufficient information.

◆Documents required for the application procedures

- [1] Request Form for COE Application by Hosei University
- [2] One photo
- [3] Copy of your passport (the page with a photo)
- [4] Others (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 out by the organization to which the

applicant belongs)

* Hosei University fills out the last two pages (to be filled out 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: <http://www.immi-moj.go.jp/>

(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] A self-addressed stamped envelope (paste a 404 JPY stamp for registered mail onto the envelope and write the address of the agent to which the Certificate of Eligibility is sent.)

[4] Others (See **Note.**)

② The Immigration Bureau usually sends the Certificate of Eligibility to an agent about 1.5 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 a nearest Japanese Embassy or Consulate and receive a student visa.

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

Applicants living in Japan who received the Certificate of Admission must immediately bring a passport, residence 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

Prepare 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 out by the applicant and two pages to be filled out 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] Others (See **Note.**)

(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.

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

* Hosei University prepares the last two pages (completed by the organization to which the applicant belongs). Apply for the preparation of the documents at Hosei University well before the application at the Immigration Bureau.

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

Immigration Bureau website: <http://www.immi-moj.go.jp/>

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

- [2] One photo (Paste a photo of 4 cm long and 3 cm wide on the application [1].)
- [3] A self-addressed stamped envelope (paste a 404 JPY stamp for registered mail onto the envelope and write a return address to which the Certificate of Eligibility will be sent (Japanese address only).)
- [4] Others (See **Note**.)

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

- Applicants may be asked to submit documents for financial assistance, tuition and living expenses, or Applicant History.
- 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 of 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. 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>

14. 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 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/>

(For IGESS students)

IGESS students attend the Ichigaya campus for the first year and a half. Starting in their fourth semester, students attend the Tama campus for the remaining two and a half years.

It takes about two hours to travel between the two campuses, so it is recommended either that students choose to live near a train station located between the two campuses or that they move from a location near the Ichigaya campus to a location near the Tama campus before the fourth semester begins. IGESS students should consider the three options (A, B, and C) listed below for choosing suitable housing.

Specific information about accommodation and student dormitories will be included in the Enrollment Procedure Guide enclosed with the student's letter of acceptance, which is sent after the acceptance has been announced.

Option A

Students who choose to live at a residence located between the two campuses do not need to move before the start of the fourth semester. However, since it would take approximately one hour each way to travel to the Ichigaya and Tama campuses, extra transportation expenses would be incurred.

Option B

Students may choose to live at a residence located near the Ichigaya campus for the first year and a half and then move to a residence located near the Tama campus before the beginning of the fourth semester.

Option C

There are several dormitories located approximately 45 minutes from both the Ichigaya and the Tama campuses, which are available to Hosei students on a preferential basis. Homemade breakfast and dinner are provided every day (except Sundays, summer and winter holidays, etc.). Many dorms also have a kitchen. Dormitory managers

are able to assist residents with their daily lives. The cost of staying at a dormitory is somewhat higher than renting an apartment. However, there is no need for students to look for a place to live on their own. Moreover, students would not need to pay any moving expenses when they move from the Ichigaya campus to the Tama campus at the beginning of the fourth semester.

List of contact information

- ◆ Contact information for inquiries concerning the screening, the criteria for recommendation, the acquisition of status of residence (Inquiries concerning examination system such as qualification for application)
IGESS Office, Hosei University
E-mail: ebdp-i@ml.hosei.ac.jp
(Ichigaya Campus) 2-17-1 Fujimi, Chiyoda-ku, Tokyo 102-8160 Japan
(Tama Campus) 4342 Aihara-machi, Machida-shi, Tokyo 194-0298 Japan
- ◆ **Inquiries concerning English proficiency tests**
Directly contact each testing organization.